

**Appendix 1b**

Ref:  
Date:

[Name of Service or Department]  
[Address Line 1]  
[Address Line 2]  
[Town]  
[Postcode]

**Private and Confidential**

Name  
Address

[Tel:]  
[Fax:]

Dear

**Injury Allowance**

I am writing to confirm that I have received your claim for Injury Allowance (IA) and as such have reviewed the case.

Having looked at all of the information available to me regarding your injury at work, I have made the decision that you are eligible for an IA payment. This payment will top up your income to 85% of the average earning that you were receiving prior to your pay being reduced as a result of the injury and is subject to Tax deductions, but not NI and Pension. IA will be paid to you for a maximum of 12 months and will be reviewed at regular intervals during this time.

I will now forward all of the necessary paperwork to the Workforce and Organisational Development Directorate who will make arrangements to have IA paid to you through payroll services.

In the meantime, should you have any queries about the content of this letter then please do not hesitate to contact me.

Yours sincerely

**Name**  
**Title**

Cc Workforce Advisor