



Appendix 1C

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 in accordance with NHS employers guidance.

Having looked at all of the information available to me regarding your injury, I have made the decision that unfortunately, on this occasion, you are not eligible for an IA payment. My reasons for making this decision are

Should you be dissatisfied at the outcome then you can appeal against this decision using the Trust Grievance Policy CNTW(HR)05.

Should you have any further queries about the appeal process then please do not hesitate to contact either myself or the Workforce and Organisational Development Directorate who will be able to provide advice. 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