

What Your Employer Needs in a Dental Absence Letter

A quick reference so your dentist can write the letter your employer will actually accept.

What the letter should include

- 1 Your full name**
As it appears on your employment records.
- 2 Date(s) of attendance**
The date of your appointment, or the date range if treatment spans multiple visits.
- 3 Confirmation of attendance**
A statement confirming you attended the dental practice for treatment.
- 4 Dates unfit for work (if applicable)**
If your dentist advises time off, the specific dates should be stated.
- 5 Nature of treatment (general terms)**
Your dentist doesn't need to share clinical details. "Dental treatment" is sufficient.
- 6 Return to work date**
When you're expected to be fit to return, or confirmation that you're already fit.
- 7 Practice details**
Practice name, address, phone number, and the dentist's name. On headed paper.
- 8 Dentist's signature**
A signed letter carries more weight with employers than an unsigned printout.

Tips for patients

- Ask at the end of your appointment — it's easier for the dentist while the details are fresh.
- Most practices charge a small fee (£10–25 / \$15–35) for absence letters. Ask reception.
- Your employer cannot legally require your dentist to disclose your diagnosis or specific treatment.

FOR THE DENTIST

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