

[Print on... Insert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Employee's Name>>,

Sickness absence meeting

[Following your recent return from... to a meeting at <<Insert Time>>... the meeting is to discuss the reasons for your sickness absence for the following period[s] from <<Insert Date>> to <<Insert Date>>.]

I would like to discuss [when you return to work] OR [whether it is likely that your recent sickness absence will recur.]

[The enclosed medical report from <<Insert Name(s) of Occupational Health Adviser>> will be discussed at the meeting. Please consider if there is anything which you would like to discuss at the meeting we will consider whether it is necessary to obtain [further] medical advice.]

At the meeting, we shall discuss:

- [If possible, an agreed time scale for your return to work and whether this should be a phased return, building up to your normal hours of work over an agreed period of time.] OR [The level of your sickness absence and whether this is in line with the patterns.]
- [Whether there are any reasons why you may be unable to perform your role, when you return to work.]
- [Whether or not, taking account of your current absence, you are likely to be able to return to your current role.]
- [Whether or not the Company is considering terminating your employment on account of your ill-health.]

The meeting will be conducted by <<Insert Name(s) of Occupational Health Adviser>> and <<Insert Name(s) and Job Title(s)>> will also be present. You may wish to bring a trade union representative to the meeting if you wish. Please confirm receipt of this letter as soon as possible.

Please confirm receipt of this letter at the earliest opportunity if you are unable to attend the meeting.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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