

[Print on Employer's Letterhead] Company Name and Address]

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

<<Date>>

Dear << >>

### Invitation to Absence Meeting

I am writing to invite you to a formal meeting to discuss stage 1 of the Company's sickness absence management policy [a copy of which is attached].

This meeting has been triggered because you have been absent for <<state period e.g. 28 calendar days>>] <<state period e.g. 28 calendar days>> that you will be absent for

The purpose of this meeting is to discuss your ongoing absence and what, if any, steps can be taken to assist your return (such as <<state options, such as a phased return or amended job description>>). The discussion of the medical OR occupational health report dated <<state date>> is enclosed.]

The formal meeting will take place on <<state time>> at <<state location>>. You are entitled to be accompanied by a colleague or trade union representative. The meeting will be led by <<state name>>.

Please confirm as soon as possible your attendance and that of your companion at the interview.

If you have any special or disability related needs, please contact <<state name>> to assist you in understanding or attending this meeting please contact <<state name>> he/she can help to accommodate your needs.

If you have any questions with regard to this meeting please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company Name>>