[Print on Employer's

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Invitation to

I am writing to invite you to a for sickness absence management copy of which is attached].

This meeting has been triggered period e.g. 6 months of continuous be absent for <<state period e.g you will be unable to return to yo the stage 2 long-term sickness a

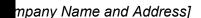
During the previous stages of ou we have discussed with you the whether or not any steps can be options, such as a phased return final stage of the procedure and consider these matters and any is the final stage of the procedur dismissal by reason of capability occupational health report dated

The formal meeting will take pla You are entitled to be accompar meeting will be led by <<state no

Please confirm as soon as post interview.

If you have any special or disab or attending this meeting ple accommodate your needs.

If you have any questions with rome.



nce Meeting

r stage 3 of the Company's n sickness absence policy [, a

have been absent for <<state is been confirmed that you will clear from medical advice that a future]. This meeting follows on <<insert date>>.

sence management procedure, ping sickness absence and turning to work (such as <<state >>. We are now at the be the last opportunity to u should be aware that, as this utcome of the meeting will be ssion of the medical **OR** senclosed.

<<state time>> at <<state location>>. or trade union representative. The

d that of your companion at the

s to assist you in understanding so that he/she can help to

ease do not hesitate to contact

Yours sincerely

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

