

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

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

<<Date>>

Dear << >>

**Stage 2 long-term sickness**

Following the Stage 2 long-term sickness meeting and the formal review meeting on <<Date>>, I am writing to confirm the outcome of the meeting.

At the meeting, we discussed your absence and you advised me as follows:  
<<summarise conversation>>.

[We discussed your sick pay entitlement and you advised that: <<insert details e.g. your entitlement to paid sick pay>>.]

The Company treats personal sickness absence in accordance with the Company's sickness procedure in accordance with the Company's policy.

[At the meeting, we discussed your role to enable you to return to work and agreed: <<insert details of agreed changes e.g. reduced or changed working hours>>. These changes are [permanent] OR [temporary] until <<insert date>> [to <<insert date>>]. Please sign this letter to indicate your agreement to these arrangements.]

In accordance with our long-term sickness absence management procedure, I advised you that you are being placed on a final warning and warned you that your attendance needs to improve. If you are absent for <<state period>> you will trigger Stage 3 of the sickness absence management procedure. Please be aware that, if the matter moves to stage 3 of our absence management procedure, the possible outcome is your dismissal on the ground of ill health.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>