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[Print on Employer's Company Name and Address]

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

<<Date>>

Dear << >>

Stage 3 long-term sickness

Following the Stage 3 long-term sickness formal review meeting on <<Date>>, I am writing to confirm that you should be aware that the Company treats personal data collected in accordance with the Company's Data Protection Policy.

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

EITHER

[In view of our discussions [and you advised], I have decided that no action will be taken at this stage. I will not be holding a further stage 3 meeting in <<state period e.g. 3 months' time>>. You will remain on sick leave. Matters will be reviewed again. In the meantime,

OR

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

OR

[In view of our discussions [and you advised] there is no reasonable likelihood that you will be able to return to work in the foreseeable future. Therefore, my decision is that you should be dismissed. This decision will take effect on <<state termination date>>. I will provide you with details of any final payments.]

I am very sorry that we have had to reach this decision. You have the right to appeal against my decision and, if you wish, you should write to <<state job title>> within 5 days of receiving this letter>> setting down the grounds on which you believe that the decision was flawed or unfair.]

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Yours sincerely

<<Name & Title>>

For and on behalf of <<Company>>

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