

[Print on

insert Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear <<Name>>,

I am writing in respect of your absence on medical grounds.

I am writing to seek your agreement for <<e.g. the HR Manager>> to visit you at home. The purpose of the meeting is to discuss what is happening at work and for you to tell us about your current situation. The meeting will also give you the opportunity to raise any matters of concern. Please, of course, keep the meeting as short as possible. Please contact me to agree a date and time for the visit.

After this visit, I would like to suggest a review date Period e.g. Once a Month>>.

I look forward to hearing from you in advance if there is anything we can do to make the visit as comfortable as possible for you. If you have any queries or concerns about our request to visit, please contact me.

Yours sincerely,

<<Name>>

<<Title>>