

[Print on one side or insert Address]

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

<<Date>>

Dear << >>

Interview

Following your recent return from sick leave, I am writing to invite you to a return-to-work meeting at <<insert location>> at <<insert location>>. As you are aware, the Company reserves the right to require employees to attend a meeting on their return from sick leave so that we can discuss the absence and their current health.

[At our meeting, we would also like to discuss any recommendations made by your doctor or medical provider on <<insert location>>] [and/or report provided by Occupational Health.]

Please let me know as soon as possible if you are able to attend the meeting.

Yours sincerely

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

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