

[Print on front of envelope] [Insert Address]

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

<<Date>>

Dear <<Employee's Name>>,

Sickness absence meeting

[Following your recent return from <<Insert Date>>] I am writing to invite you to a meeting at <<Insert Time>> on <<Insert Date>>. The purpose of the meeting is to discuss the reasons for your absence from <<Insert Date>> to <<Insert Date>>.

<<Insert Date>>.] I am writing to invite you to a meeting at <<Insert Location>>. The purpose of the meeting is to discuss the reasons for your absence for the following period[s]

I would like to discuss [when you return to work] OR [whether it is likely that your recent sickness absence will recur].

return to work] OR [whether it is likely that your recent sickness absence will recur].

[The enclosed medical report from <<Insert Name(s) and Job Title(s)>> will be discussed at the meeting. Please consider if there is anything which you would like to discuss at the meeting.]

<<Insert Name(s) and Job Title(s)>> will be discussed at the meeting and consider if there is anything which you would like to discuss at the meeting.]

At the meeting, we shall discuss:

- [If possible, an agreed time scale for your return to work and whether this should be a phased return, building up to your normal hours of work over an agreed period of time.] OR [The level of your work attendance required in your work attendance patterns.]
- [Whether there are any reasons why you may be unable to perform your role, when you are able to return to work.]

work and whether this should be a phased return, building up to your normal hours of work over an agreed period of time.] OR [The level of your work attendance required in your work attendance patterns.]

The meeting will be conducted by <<Insert Name(s) and Job Title(s)>> and <<Insert Name(s) and Job Title(s)>> will also be present. You are invited to bring a representative to the meeting if you wish. Please confirm receipt of this letter as soon as possible.

<<Insert Name(s) and Job Title(s)>> and <<Insert Name(s) and Job Title(s)>> will also be present. You are invited to bring a representative to the meeting if you wish. Please confirm receipt of this letter as soon as possible.

Please confirm receipt of this letter as soon as possible. If you are unable to attend the meeting, please contact <<Insert Name(s) and Job Title(s)>> at the earliest opportunity if you are unable to attend the meeting.

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Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>