

[Print on one side] [Insert Address]

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

<<Date>>

Dear <<Employee's Name>>,

Sickness absence meeting

[Following your recent return from <<Insert Date>> to a meeting at <<Insert Time>> on <<Insert Date>> the purpose of the meeting is to discuss the reasons for your sickness absence for the following period[s] from <<Insert Date>> to <<Insert Date>>]

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

[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. It is necessary to obtain [further] medical advice]

At the meeting, we shall discuss:

- [If possible, an agreed time scale for your return to work, building up to your normal level of time.] OR [The level of your sickness absence patterns.]
- [Whether there are any reasons why you may not be able to perform your role, when you return to work.]
- [Whether or not, taking account of your sickness absence, you are likely to be able to return to your current role.]
- [Whether or not the Company is considering terminating your employment on account of your ill-health.]

The meeting will be conducted by <<Insert Name(s) and Job Title(s)>> will also be present. Please confirm receipt of this letter to the meeting if you wish. Please

Please confirm receipt of this letter to the meeting if you wish. Please

<<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 sickness absence for the following period[s] from <<Insert Date>> to <<Insert Date>>]

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

[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. It is necessary to obtain [further] medical advice]

At the meeting, we shall discuss:

[If possible, an agreed time scale for your return to work, building up to your normal level of time.] OR [The level of your sickness absence patterns.]

[Whether there are any reasons why you may not be able to perform your role, when you return to work.]

[Whether or not, taking account of your sickness absence, you are likely to be able to return to your current role.]

[Whether or not the Company is considering terminating your employment on account of your ill-health.]

The meeting will be conducted by <<Insert Name(s) and Job Title(s)>> will also be present. Please confirm receipt of this letter to the meeting if you wish. Please

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

S

A

M

P

L

E