

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

### Invitation to Absence Meeting

I am writing to invite you to a formal meeting as part of stage 2 of the Company's sickness absence management policy [a copy of which is attached].

This meeting has been triggered because you have been absent for <<state>> period e.g. 3 months>>] OR [it has been triggered because you will be absent for <<state>> period e.g. 3 months>>]. This meeting is a formal meeting on <<insert>> 1 long-term sickness

The purpose of this meeting is to discuss the reasons for your ongoing absence and what, if any, steps can be taken to help you return to work (such as <<state>> options, such as a phased return to work <<state>>). [This will include discussion of the medical OR occupational health advice <<state>>, which is enclosed.]

The formal meeting will take place on <<state time>> at <<state location>>. You are entitled to be accompanied by a companion or trade union representative. The meeting will be led by <<state name>>.

Please confirm as soon as possible your attendance at that of your companion at the interview.

If you have any special or disability requirements for attending this meeting please let me know so that he/she can help to accommodate your needs.

If you have any questions with regard to this meeting please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>