

[Print on Employer's

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 to discuss your sickness absence management plan (a copy of which is attached).

As you have reached stage 3 of the Company's sickness absence policy [, a

This meeting has been triggered because you have been absent for <<state period e.g. 6 months of continuous absence>>. It is clear from medical advice that you will be unable to return to work in the next <<state period e.g. 6 months>>. This meeting follows on from the stage 2 long-term sickness absence management procedure.

It has been confirmed that you will be unable to return to work in the next <<state period e.g. 6 months>>. This meeting follows on from <<insert date>>.

During the previous stages of our sickness absence management procedure, we have discussed with you the options available to you, including whether or not any steps can be taken to facilitate your return to work (such as <<state options>>). We are now at the final stage of the procedure and you should be aware that, as this is the final stage of the procedure, the outcome of the meeting will be your dismissal by reason of capability. An occupational health report dated <<state date>> is enclosed.]

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

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Please confirm as soon as possible that you will attend that of your companion at the interview.

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If you have any special or disabled access requirements for attending this meeting please let me know so that we can accommodate your needs.

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

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Yours sincerely

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

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