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

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

<<Date>>

Dear << >>

**Stage 1 long-term sickness**

Following the Stage 1 long-term sickness meeting and the formal review meeting on <<Date>>, I am writing to confirm the arrangements for your return to work.

At the meeting, we discussed the arrangements for your return to work and you advised me as follows: <<summarise conversation>>

[We discussed your sick pay entitlement and you advised that: <<insert details e.g. you are entitled to paid sick pay for <<state period>>>]

The Company treats personal and long-term sickness in accordance with the Company's long-term sickness procedure in accordance with the Company's long-term sickness policy.

[At the meeting, we discussed the arrangements for your return to work and you advised that: <<insert details of agreed arrangements which could be made to support your return to work>>: <<insert details of agreed arrangements e.g. reduced or changed working hours>>. These arrangements are [permanent] OR [temporary] until <<insert date>> [to <<insert date>>]. Please sign and return this letter to indicate your agreement to these arrangements.]

In accordance with our long-term sickness absence management procedure, I advised you that you are being given a final written warning and warned you that your attendance needs to improve. If you are absent for <<state period>> you will trigger Stage 2 of the long-term sickness absence management procedure.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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