

[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 stage 1 of the Company's sickness absence management policy [, a copy of which is attached].

This meeting follows your absence. These periods of absence mean that the Company's trigger level for a meeting have been reached.

The purpose of this meeting is to discuss your absence and to see what can be done to improve your attendance level in order to decide what, if any, further steps should be taken.

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>>.

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

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

You should be aware that an outcome of this meeting could be a formal warning under stage 1 of the Company's sickness absence management procedure. However, a decision on this will not be made until after the meeting. You will have an opportunity to discuss any issues you may wish to raise.

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 <<Compan

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