

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

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

<<Date>>

Dear << >>

### Invitation to Formal Review Meeting

Following the stage 1 formal review meeting on <<date>>, I am writing to invite you to a formal review meeting under the Company's sickness absence management procedure in its standard form [a copy of which is attached].

This meeting follows your absence during the stage 1 formal review meeting. These periods of absence have triggered the Company's trigger points for a Stage 2 formal review meeting.

The purpose of this meeting is to discuss your absence and 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 representative should be <<state name and job title>>.

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

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.

You should be aware that an outcome of this meeting could be a formal warning under the Company's sickness absence management procedure. However, 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 <<Company>>

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