

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

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

<<Date>>

Dear << >>

Invitation to Formal Absence Meeting

I am writing to invite you to a formal stage 3 of the Company's sickness absence management policy [a copy of which is attached]. Stage 3 is the final stage of the procedure.

This meeting follows your absence management meeting on <<insert date>> and the Stage 2 formal review.

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 should be aware that, as this is the final stage of the procedure, it is possible that the outcome of the meeting could be dismissal under the Company's sickness absence management process.

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

If you have any special or disabilities or 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>>