

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

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

<<Date>>

Dear << >>

**Stage 1 sickness absence management**

Following the Stage 1 short-term sickness absence formal review meeting on <<Date>>, I am writing to confirm the outcome of the meeting.

As you know, the meeting was held to discuss your unsatisfactory attendance level in the previous <<state name>> period.

At the meeting, we discussed the reasons for your absence and you advised me as follows: <<summarise conversation, including agreed targets and steps to be taken to support the employee's attendance levels in the respects in which the employee's attendance levels have improved>>. <<level>>.

The Company treats personal sickness absence in accordance with the Company's sickness procedure in line with the policy.

[At the meeting, we discussed the reasons for your absence and you advised me as follows: <<summarise conversation, including agreed targets and steps to be taken to support the employee's attendance levels in the respects in which the employee's attendance levels have improved>>. <<level>>.] Please sign and return this letter to indicate your agreement to these arrangements.

In view of our discussions and the Company's sickness absence management procedure, I advise you that your attendance level has failed to reach an acceptable level of attendance and are below the acceptable level. I also warned you that your attendance needs to improve further action under the policy. Specifically, I advised you that your attendance levels of <<state>> in a <<state>> rolling period, you were in breach of the Company's sickness absence management procedure.

You have the right to appeal a decision made by the Company. If you wish to appeal, you should write to <<state name and job title>> within <<number>> days, setting out the reasons for your appeal.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company>>

# S A M P L E