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

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

<<Date>>

Dear << >>

Stage 3 short-term sickness

Following the Stage 3 short-term sickness formal review meeting on <<Date>>, I am writing to confirm that the Company treats personal data collected in accordance with the Company's Data Protection Policy.

At the meeting, we discussed the stage 2 formal review period and the employee's absence is unsupported by the employee>> and the conversation>>.

EITHER

[In view of our discussions [and the fact that no further action will be taken at this stage], I have decided that no further action will be taken at this stage. In view of our discussions [and the fact that no further action will be taken at this stage], I have decided that no further action will be taken at this stage. In view of our discussions [and the fact that no further action will be taken at this stage], I have decided that no further action will be taken at this stage.

OR

[At the meeting, we discussed the stage 2 formal review period and the employee's absence is unsupported by the employee>> and the conversation>>]. Please sign and return this letter to indicate your agreement to these arrangements.

OR

[As you are aware, formal warning has been issued under stages 1 and 2 of the Company's short-term sickness absence management procedure and the Company has provided you with the following support given>>. In view of our discussions [and the medical advice given] and the fact that your attendance has not sufficiently improved [and the fact that your attendance has not sufficiently improved], therefore, my decision is that your employment will end on <<Date>>. I shall contact you separately with details of any further action.

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I am very sorry that we have had to make a decision against my decision and, if you wish, you may write to e.g. the Managing Director>> setting down the grounds on which you consider that the decision was flawed or unfair.]

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

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You have the right to appeal against my decision. You should write to <<state job title>> within 5 days of receiving this letter, stating the reasons why you consider that the decision was flawed or unfair.]