|  |  |
| --- | --- |
|  | <<Department>> |
|  | <<Address 1>> |
|  | <<Address 2>> |
|  | <<Address 3>> |
|  | <<Postcode>> |
|  |  |
| Private and Confidential | Direct Line: |  |
| <<Employee Name>> | Fax: |  |
| <<Address 1>> |  |  |
| <<Address 2>> | Date: |  |
| <<Address 3>> | Your ref: |  |

Dear <<INSERT NAME>>

**Formal Absence Review Meeting**

I refer to your recent return to work interview meeting at which we discussed your level/pattern of attendance, which I have previously advised has given me cause for concern and is below the acceptable standard.

Having reviewed your attendance record a formal absence review meeting has been arranged to discuss your level/pattern of attendance and the details are listed below.

**Location : <<INSERT LOCATION DETAILS>>**

**Date : <<INSERT DATE>>**

**Time : <<INSERT TIME>>**

The purpose of this meeting as **(Delete as appropriate)** your absence had reached the following Trigger Point **<<Insert details of absences>>** / you have breached a disciplinary sanction issued to you on **<<date>>.**

This meeting has been convened in line with the Board’s Attendance Management Policy and is intended to ensure that the facts relating to your episodes of absence are clearly understood and that you receive appropriate management interventions, including support to improve your attendance levels where appropriate. The meeting will outline any further action that may be taken.

I must inform you that one possible outcome of this meeting being undertaken is that the case may be referred for consideration at a Disciplinary Hearing. Disciplinary action may be taken against a member of staff who has a level of attendance which is of concern. I attach a copy of your sickness absence record for the past twelve months.

You are entitled to be represented by a Trade Union / Professional Organisation representative or be accompanied by a colleague, friend or relative not acting in a legal capacity. I would be grateful if you could notify me in advance of the meeting to confirm if you will be attending and will be accompanied.

Please let me know before the meeting if you require me to make any special arrangements to enable you to attend the meeting.

A copy of the Board’s Attendance Management Policy and Procedure is available on HR Connect.

Please confirm your attendance at this meeting by contacting **<<INSERT NAME>>** by telephone on **<<INSERT TELEPHONE NUMBER>>,** upon receipt of this letter. If you are unable to attend please contact me as soon as possible to discuss your reasons and to arrange another meeting.

Yours sincerely

**<<LINE MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**