**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| **NAME****ADDRESS1****ADDRESS2****ADDRESS3****POST CODE** | **Date: DATE****Ref No:** **Direct Line: Number****Email:****Contact: NAME** |

**Outcome of Referral for Consideration of Disciplinary Hearing**

I write following your formal absence review meeting with **<<INSERT LINE MANAGERS NAME>>** on **<<INSERT DATE>>** when you were advised that as you have reached a trigger point laid down within the Board’s Attendance Management Policy your Attendance Record would be forwarded to me for consideration of a Disciplinary Hearing.

Following consideration of the information provided to me by **<<INSERT LINE MANAGERS NAME>>** detailing your attendance levels I have made the decision not to proceed to a disciplinary hearing at this time.

*I must however advise you that your levels of attendance are a cause for concern and will continue to be monitored by* ***<<INSERT LINE MANAGERS NAME>>*** *as there needs to be a considerable and sustained improvement in your attendance levels. If your levels of attendance continue to be a concern then you will be invited to attend a further meeting with* ***<<INSERT LINE MANAGERS NAME>>****. The outcome of which may be a further recommendation that a disciplinary hearing is arranged, where disciplinary action may be taken against you.*

OR

*Prior to arranging a disciplinary hearing I am instructing* ***<<INSERT LINE MANAGERS NAME>>*** *to make a referral to occupational health to provide me with information on your current health status OR to seek an update on your current health status. Following receipt of this report I will write to you to confirm if it is my intention to proceed with a disciplinary hearing at that time or whether your attendance levels will continue to be monitored by* ***<<INSERT LINE MANAGERS NAME>>>>*** *as there needs to be a considerable and sustained improvement in your attendance levels.*

If you have any queries regarding the content of this letter, please do not hesitate to contact me on **<<INSERT TELEPHONE NUMBER>>.**

Yours sincerely

**<<LINE MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**