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| --- | --- | --- |
|  | <<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: |  |
| <<Postcode>> | Our ref: |  |

Dear **<Insert Name>**

**Outcome of Formal Absence Review Meeting – Long Term Absence**

I refer to the Formal Absence Review Meeting which took place on **<<INSERT DATE>>** in **<<INSERT VENUE>>.** This meeting was held in accordance with the Board’s Attendance Management Policy. I was accompanied by **<<INSERT HR REP>>.** I note that you were accompanied by **<<INSERT NAME OF COMPANION AND TU BODY IF APPROPRIATE>>/** I note that you were not accompanied and were happy to proceed on this basis. **<<DELETE AS REQUIRED>>.**

The purpose of this meeting was to discuss your current episode of long term sickness absence for which you have been absent since **<<INSERT DATE>>** due to **<<INSERT REASON>>.**

I am writing to confirm the details of our discussion.

**[Insert any other relevant information where appropriate]**

To continue to support you in achieving satisfactory attendance levels, the following actions were agreed. The following outlines the help and support you will be given to enable you to bring your attendance up to this standard.

**[Insert details of agreed Supports, Assistance or Reasonable Adjustments]**

**[Insert details of when they will be put in place, for how long they will be put in place and who will be involved]**

**[Insert any referrals to be made by Occupational Health, when these will be made and the questions that you will explore with Occupational Health/ insert any discussions regarding information or recommendations detailed within Occupational Health reports]**

**DELETE AS APPROPRIATE:**

*It was agreed that we would meet again within 4 to 6 weeks to review your progress and any further support that can be offered to support your rehabilitation and return to work. Therefore, I will write to you in due course confirmation the arrangements for the further formal absence review meeting.*

OR

*Based on your continued episode of long term absence, senior management will be asked to consider whether your level of attendance can continue to be sustained by the service and potential cause of action considered. This may include termination of your Contract of Employment on the grounds of ill-health. You will receive a letter confirming arrangements for a meeting with senior management to discuss your future employment.*

Can you please review the content of this letter and sign and return a copy to me if you are in agreement that the letter accurately reflects the content of the meeting. If you feel there are any inaccuracies, then please advise me of these in writing within 5 working days of receiving this letter. If you fail to return a signed copy of this letter or advise me of any inaccuracies within 5 working days, it will be assumed that you accept the document as an accurate account of the meeting.

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>>**

**Acknowledgement Form**

I, **<<INSERT EMPLOYEE NAME>>,** confirm that I have received the letter dated **<<INSERT** **DATE LETTER SENT>>** and understand all of the contents of this letter. I also agree that the letter details an accurate reflection of what was discussed at the meeting.

Signed:…………………………………………………………….. Date………………………..

**Please sign and return one copy of this letter to me within 5 working days. A copy will be placed in your personal file**