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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 [Employee title, name]

**Long Term Absence**

I refer to the meeting at [location] on [date] with [Manager name, title] and [HR rep name, title] the purpose of which was to discuss your ongoing incapacity and your continuing employment in view of this. You were accompanied at this meeting by [Companion name].

[Manager name] advises me that she and [HR rep name] discussed with you the Impact of your ongoing absence on your future employment, taking account of the expiry of your sick pay and the advice from Occupational Health.

I understand that OHS have supported your intended application for Ill Health Retirement and that both you and the OHS Clinician are of the view that you are unable to return to work in any capacity for the foreseeable future.

In view of this, the options for bringing your employment to an end were discussed with you and I understand that you were in agreement for the Board to terminate your contract on the grounds of your continuing incapacity with effect from [date]. You are aware that this decision is irrespective of the outcome of your Ill-Health Retirement application.

As such, having taken account of all of the above I am now writing to confirm the Board’s decision to terminate your employment with effect from [date] on account of your continuing incapacity. Your entitlements in this respect are as outlined in [Manager name] letter of [date].

As a formality, I am obliged to inform you that you have the right to appeal against this decision to terminate your employment and should you wish to do so you should put your appeal in writing to [name, title] within 2 working weeks of your receipt of this letter.

Finally, on behalf of the Board I would like to take this opportunity to thank you for your many years of valued service and to offer you my best wishes for the future.

Yours sincerely

**<<Dismissing Manager >>**

**<< JOB TITLE>>**

**<<SERVICE AREA>>**

cc. [Manager name, title]

[HR rep name, title]

[TU rep name if appropriate]