**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that are not relevant. Refer to the ‘How to complete a Template Letter’ document on People First for help using the templates.**

[Letterhead Details]

***STRICTLY PRIVATE AND CONFIDENTIAL***

***Addressee (Full Name)***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: Invite to a Formal Absence Review meeting for Long Term Sickness Absence**

Following your occupational health appointment on ***[insert date]*** I have received their report. The report advices that you will continue to be absent from work in the medium to long term and they have no way of knowing when you will able to return to work. As a result I am writing to invite you to a Formal Absence Review Meeting.

The meeting will be held on ***[Date]*** at ***[Time]*** at ***[Location].***

Attending the review meeting will be ***[Details of Attendees]***.

The meeting will be held under the NHSBT’s Attendance policy.

You have the right to representation by a NHSBT employee or representative of a Trade Union you belong to, not acting in a legal capacity. It is your responsibility to organise this. If you are bringing a representative please call/email me (contact details below) prior to the meeting to confirm who your representative will be.

The meeting will be held to establish whether;

* You may be fit to return at an agreed date
* You may be fit to return but not in the near future
* You are unfit to perform your current role but capable of other work with an agreed date to return to work
* All reasonable adjustments have been considered to allow you to return to work
* Flexible working arrangements might enable you to return to work at an agreed date
* You are unable to return to work in your present job, reasonable adjustments are not feasible and suitable alternative employment cannot be offered

If after consideration of the above it is clear you are unable to return to work in your present job we will need to discuss the options open to you which will include;

* + ill-health retirement ***(if not already considered)***,
  + moving to an uncontested dismissal to end your employment
  + if contesting occupational health advice, moving to a panel meeting for them to consider your sickness absence and whether your employment should end on grounds of capability due to medical incapacity
  + redeployment support where relevant ***(if not already considered)***
  + resigning

All details of your management under the NHSBT’s Attendance policy should remain confidential between all parties involved in the process.

I also wanted to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24 hour telephone line on **0800 783 2808**.  Alternatively if you just wanted to find out more about it you can visit their website [www.employeecare.com](http://www.employeecare.com/), the ‘access code’ and ‘password’ are both 72992.

If you are **unable** to attend this meeting on the date and time outlined above please speak with ***[Contact name]*** before ***[Date]*** so that I can organise to rearrange the meeting. You can contact on ***[Contact number]*** or if you have to leave a voicemail message please also email at ***[Email address].***

In the meantime if you have any questions pleaselet me know by either calling me on ***[telephone number]*** or email me at ***[email address]***.

All details of this process under the Attendance policy should remain confidential and discussed only between those parties directly involved in the process, which could include family members, health professionals including EAP and your trade union representative.   Contents of correspondence and case details should not be disclosed to other parties. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:]***

***[Encl.]***