**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

[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 Stage 1 monitoring meeting**

During your return to work meeting ***[we]* *OR [Name of person who met with employee]*** discussed your recent sickness absence and ***[I] OR*** ***[Name of person who met with employee]*** told you that unfortunately, your attendance had hit one of the triggers set out in the NHSBT Attendance policy (copy enclosed).

The trigger your absence has reached is; *(\*Delete as appropriate)*

* \*a total of 15 working days sickness absence (or 3 weeks pro rata if you are part time) in a rolling 12 month period
* \*4 instances of sickness absence in a rolling 12 month period
* \*significant or unusual patterns or levels of absence which are causing concern

***[I] OR*** ***[Name of person who met with employee]*** explained that this means until we are able to discuss your sickness absence fully in a Formal Review meeting at Stage 1, you will be placed on a monitoring period starting from your return to work date of ***[date]***. Our meeting will give us an opportunity to discuss your absences and the reasons for them and if there are any underlying medical conditions. We can also explore what support you are currently receiving for any medical conditions, what support NHSBT may be able to offer you to help you to improve your attendance and whether this needs to include a monitoring period.

Your sickness absences we will be discussing are;

* ***[Insert list of all absences your employee has had which have caused them to hit a trigger. Ensure the dates and reasons are listed where possible]***

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

Attending our meeting will be ***[Name, Job Title]*** and ***[Name, Job Title].***

Our 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 *(\*Delete as appropriate)*

me (contact details below) prior to the meeting to confirm who your representative will be.

I hope that you are well enough not to need any further sickness absence before our Stage 1 meeting, however if you have any further sickness prior to the meeting this will be counted towards the standards of attendance set during monitoring (as stated in the policy at Stage 1).

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

If you have any questions in advance of the meeting please do not hesitate to contact me.

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.]*** NHSBT Attendance policy.