**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 meeting for end of Stage 2 monitoring**

During our Formal Review Meeting – Stage 2 I confirmed that we would need to place you on a monitoring period as from ***[Start date]*** for 12 months to ***[End date]***. I explained that we would hold an end review meeting when you were due to finish your Stage 2 monitoring period.

Our meeting will give us an opportunity to discuss your attendance during your monitoring period and whether you have successfully achieved it or whether we need to consider other options to support you in improving your attendance levels.

Our end review meeting at Stage 2 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.

(\*Use paragraph if applicable i.e. if your employee has had any sickness absence during monitoring) \*I have enclosed a copy of your sickness absence record during your monitoring period for us to discuss.

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 *(\*Delete as appropriate)* (contact details below) prior to the meeting to confirm who your representative will be.

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