**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: Notification of move to Stage 3 for short term absence**

We held a Stage 2 Formal Review Meeting on ***[Date]***, to discuss the reasons why you had not achieved the standards of attendance set during your Stage 2 monitoring period.

I confirmed that the standard of attendance not achieved was; (\*Delete as appropriate);

* \*10 working days sickness absence (or 2 weeks pro rata) or more
* \*3 instances of absence or more
* \*where the level or pattern of absence continues to cause concern
* ***\*[Insert other standards set if different to the above and delete the above]***

We discussed the reasons for your sickness absence during your Stage 2 monitoring period. ***[Insert the reasons discussed by your employee]***.

I explained that I understood the reasons for your sickness absence however, due to your attendance levels not improving and you not achieving your Stage 2 monitoring, I now need to refer your sickness absence management to a Final Review Meeting – Stage 3 of the NHSBT Attendance policy.

The Final Review Meeting – Stage 3 will be held to review your sickness absences and to determine whether or not you have achieved acceptable levels of attendance given the support provided to you and any medical advice from Occupational Health.

I need to advise you that one of the outcomes of the Final Review Meeting – Stage 3 is dismissal due to capability based on unacceptable levels of attendance.

A Final Review Meeting – Stage 3 will be organised and a letter will be sent to you at least 7 calendar days before, providing you with details of the meeting.

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.

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.]***  NHSBT’s Attendance policy