**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. Outcome of Stage 2 monitoring meeting**

I am writing to confirm the outcome of our Formal Review Meeting – Stage 2.

We met on ***[Date, time and location]*** to discuss your attendance levels.

Attending our meeting was ***[Details of Attendees]****. (If no representative was present include the following sentence)* You confirmed to me that you were happy to hold our meeting without a representative being present.

We held our meeting under the NHSBT’s Attendance policy.

Our meeting was held to discuss your sickness absences during your Stage 1 monitoring period, as you had not met the standards of attendance set at our Formal Review Stage 1 meeting on ***[Date]***. Your attendance level not met was; (\*Delete a*s appropriate)*

* \*a total of 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 above]***

I explained that your sickness absences which caused this were;

* ***[Absence dates and details]*** e.g. 18/1/16 to 29/1/16 10 working days (cold/flu)

We discussed ***[Put in information from the meeting here - notes that you have made and issues discussed, support offered/requested, ways in which improvement on attendance could be made]***

(\*Delete paragraphs as appropriate to the outcome agreed)

**\***I explained that the Stage 2 12 month monitoring period set following your return to work date would be kept in place and therefore, your review period will be ***[Insert start date of monitoring – this must be the date your employee returned to work]*** to ***[Insert end date of review]***. During this period any support we discussed today will be provided and I hope this will help you in being able to remain well enough not to have to take further sickness absence. Your standards of attendance for your Stage 2 monitoring period are;

* 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]***

If unfortunately you take further sickness absences which reach or go above these standards, I will need to refer your sickness absence to a Final Review Meeting at Stage 3 of the NHSBT Attendance policy.

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.

During your monitoring period I will keep in touch with you to continue to offer support to enable you to maintain a satisfactory level of attendace. I will also meet with you when you are due to finish the Stage 2 monitoring. I will write to you closer to the date to confirm the location and details for the meeting.

I hope that together we can ensure you will be able to improve your attendance levels.

**OR**

**\***I explained that due to the issues you have discussed with me about your sickness absence, on this occasion I do not feel that a Stage 2 sickness absence monitoring review would be suitable. I explained the reasons were; ***[Insert details of the reasons for not placing the employee on review e.g. use of discretion not to count one of the sickness absence dates or as it was due to an operation the sickness absence would not be considered etc].*** We therefore agreed that you would remain on Stage 1 monitoring. If unfortunately you have further sickness absences during the remainder of your monitoring period we would need to meet again under Stage 2 of the policy.

(Include the next 2 paragraphs for either outcome)

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 have any questions please let 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.]**