**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 – not achieved monitoring**

We held a Formal Review Meeting – Stage 2 on ***[Date]***, during this meeting I confirmed to you that you would be placed on a monitoring period for 12 months starting on ***[Date]*** to ***[Date]***. I explained that during the monitoring period you would need to ensure your standards of attendance did not reach the following;

* 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]***

And that if you take further sickness absence which reaches these standards, I would need to refer your sickness absence to Stage 3 of the NHSBT Attendance policy.

During your Stage 2 monitoring period you have had the following sickness absences;

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

and therefore you have not achieved the standard of attendance of (\*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]***

As a result we need to meet to discuss the reasons for your sickness absences during this period and to decide whether it is now appropriate to move the management of your attendance to a Final Review Meeting – Stage 3.

Our review 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.

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.]***  NHSBT’s Attendance policy