**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 Long-Term Sickness Panel Meeting**

I am writing to confirm the outcome of the Panel meeting held in relation to your long-term sickness absence.

The meeting was held on ***[Date, Time and Location]***. I chaired the meeting and was supported by ***[Panel name/s and job title/s]***. (\*Delete as appropriate) \*You attended and were represented by ***[Representative name]***, ***[Union name or job title if work representative]***. OR \*You were not represented and confirmed that you were happy to continue with the meeting without a representative being present.

***[Name of Manager and job title]*** and ***[Name of Manager support or HR support and job title]*** presented the management case.

The meeting was held under the Attendance policy.

The meeting was held to consider your long-term sickness absence. We considered your attendance, the management process that had been followed leading to the long-term sickness absence Panel meeting, the management case and the case put forward by you (\*and your representative).

Management stated that you had been off on long term sickness absence since ***[Start Date of Long-Term Sickness]***. The management case stated:

***[a summary of the case put forward by management]***

Management confirmed that ***[details of any actions management confirmed they had taken to support a return to work e.g. offer of reasonable adjustments, Occupational Health referrals, consideration of redeployment, flexible working etc]***.

You provided ***[details of the case provided by the employee, any mitigating circumstances they provided, what they have done to try and be able to return to work and any comments made around the management case they shared with the panel]***.

The panel considered all the information provided in relation to this case, both prior to the hearing and during the hearing. In making the decision consideration was given to the following;

* ***[details of what you considered towards your outcome]***

The Panel informed you that after careful consideration, its decision was to ***[details of decision]***.

(\*If outcome is dismissal include the following 5 paragraphs)

\*The dismissal would take effect as of the date of the ‘Panel Meeting’ ***[date of the final review meeting]***  and in accordance with your contract of employment you would be paid ***[length of notice e.g. 4 / 8 / 12 weeks]*** notice plus any outstanding annual leave, in line with the NHS Terms and Conditions and/or Working Time Directive whichever is applicable. This notice period will be paid at full pay.

\*Your last day of employment of the ***[length of notice period e.g. 4 / 8 / 12]*** weeks’ notice will therefore be ***[date of end of employment]***.

\*As explained during the meeting you will need to ensure that all NHSBT property is returned. Please liaise directly with ***[manager details]*** on  ***telephone number]*** to organise this, if you have not already returned any NHSBT property.

You are advised of your right of appeal against this decision, which must be made to the Appeal Secretary, by email to [Kirsty.Stewart@nhsbt.nhs.uk](mailto:Kirsty.Stewart@nhsbt.nhs.uk) within 7 calendar days of the date of this letter.

Within 21 calendar days from the date of the outcome letter, you will be required to provide full details of your grounds for appeal, making clear what resolution you are seeking. This will then be provided to me for me to prepare my response to your grounds of appeal. This will be provided to you a minimum of 7 calendar days before the date of the appeal panel.

\*I would like to take this opportunity on behalf of NHSBT to thank you for your years of service and for your commitment to the NHSBT organisation during your employment. ***[any other personal comments that you may wish to add e.g. hope their condition improves etc].***

(\*If outcome is another option (e.g. return to work, or extension of sickness absence but with a specified action plan to support a return to work in the foreseeable future) include the following 4 paragraphs)

\*We confirmed that we came to our decision because ***[the reasons you reached the decision you did]***.

\*We also confirmed ***[details of anything agreed with the employee in relation to the outcome e.g. Plan for a return to work, Further Occupational Health Appointment, Requirement for further information before a decision can be confirmed etc]***.

\*We also need to remind you that your long-term sickness absence will continue to be managed in line with the Attendance policy.

\*You are advised of your right of appeal against this decision, which must be in writing within 7 calendar days of the date of this letter. Your appeal letter should be addressed to ***[ managers name and job title – this should be the next level of management above you]***, as chair of the panel and either sent to ***[address to send appeal to]*** or emailed to ***[email address]***.

Within 21 calendar days from the date of the outcome letter, you will be required to provide full details of your grounds for appeal, making clear what resolution you are seeking. I will then prepare my response to your grounds of appeal. This will be provided to you a minimum of 7 calendar days before the date of the appeal panel.

All details of this process under the Attendance policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

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 <https://healthassuredeap.co.uk/>, the ‘access code’ and ‘password’ are both 72992. You can also access the service via your own personal e-mail address. This service also extends to leavers for up to 3 months after your employment ceases.

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:] [relevant details]***

***(If outcome is dismissal send copy to Anna Early)***

***[Encl.] [relevant details]***