**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]

Addressee

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: Time off Work – confirmation of discussion**

Further to our discussion on **[date]** about your request for time off work for **[reason and any other appropriate details].** We discussedall of the options available to you as set out in the Time off Work Policy.

I can confirm that I have agreed for you to **[details of the time off granted and how this is to be taken – e.g. special leave or if the time is to be made up, when and how this will be managed]**

I can confirm that I have updated EASY to record the absence and reason for it.

Please keep me updated of the situation, so that we can ensure you receive the appropriate support.

Yours sincerely,

[Name]

[Job Title]

[cc:]

[Encl.]