**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that are not relevant. Refer to the ‘How to complete a Template Letter’ document on People First for help using the templates.**

[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: Invite to Long Term Sickness- Uncontested Ill health retirement meeting**

During your Formal Absence Review meeting held on ***[Date]*** to discuss your current long-term absence and recent Occupational Health report. As discussed at this meeting, the latest OH report has confirmed that they will support you in your application of Ill Health Retirement which you wish to pursue. Therefore, and as discussed, as part of the ill health retirement process I am writing to invite you to an uncontested Ill Health Retirement meeting.

In line with the Attendance policy, you are required to attend an uncontested ill health retirement meeting on ***[Date]*** at ***[Time]*** at **[*Location].***

Attending the meeting will be ***[Name, Job Title]***, supported by ***[Name, Job Title]***. I, ***[Name, Job Title]*** will be attending as a Senior Manager with dismissing authority.

An overview of the case will be presented by ***[Name, Job Title]***, supported by ***[Name, Job Title].*** This includes a summary of the management of your sickness absences and details of your sickness absence record to date. A copy of the management case is enclosed.

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 ***[Managers name]*** prior to the meeting to confirm who your representative will be.

\*Alternatively, due to your health conditions if you do not feel well enough to attend you do not have to, your union rep can attend in your absence. We will fully understand if this is your choice. However, we would appreciate it if you put this in writing to us.

The meeting will be held by me to review your long term sickness absence, the actions that have been carried out to support a return to work and to consider your employment. I need to advise you that one of the outcomes of the meeting is dismissal on the grounds of capability due to medical incapacity.

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](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.

If you are **unable** to attend this meeting on the date and time outlined above please speak with ***[Contact name]*** before ***[Date]*** so that I can organise to rearrange the meeting. You can contact on ***[Contact number]*** or if you have to leave a voicemail message please also email at ***[Email address].***

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.]***  Management case report