**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: Invite to Stage 3 Final Review meeting for short term sickness absence**

Following your letter dated ***[Date]***, I am writing to confirm the details of your Final Review Meeting – Stage 3.

The meeting will be held on ***[Date]*** at ***[Time]*** at ***[Location].***

I will be chairing the meeting supported by ***[Name, Job Title].***

The meeting will be held under the NHSBT’s Attendance policy.

The management case will be presented by ***[Name, Job Title]*** supported by ***[Name, Job Title].***  Management will be provided the opportunity to put forward any supporting evidence which will include a summary of the management of your sickness absences and details of your sickness absence record to date. (\*If including management statement of case include following paragraph) \*A copy of the management case is enclosed. *(If not including management statement of case need to ensure management team are aware a copy to be sent to employee in advance of panel meeting)*

You will also have an opportunity to present your case. If you intend on submitting any paperwork that you wish the panel to consider, please send it to ***[Contact details]*** no later than 2 days prior to the Final Review Meeting. If you submit any evidence on the day it will be at the discretion of the panel as to whether it will be considered.

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.

The meeting will be held for the panel to review your absences and what actions have been taken in order to determine whether every effort has been made to enable you to achieve acceptable levels of attendance.

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. You should ensure you read through the policy in detail to ensure you fully understand the process.

All details of your management under the NHSBT’s Attendance policy should remain confidential between all parties involved in the process.

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 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 me 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.]***  Attendance policy

 Management Statement of Case