**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 to Formal Absence Review meeting for Long Term Sickness Absence**

Following our Formal Absence Review meeting to discuss your current long term sickness absence, I am writing to provide you with the outcome details.

Our Formal Absence Review meeting was held on ***[Date, time and location]***.

Attending our meeting was ***[Details of Attendees]****. (If no representative was present include the following sentence)* You confirmed to me that you were happy to hold our meeting without a representative being present.

Our meeting was held under the NHSBT’s Attendance policy to discuss the recent occupational health report received in relation to your current medical condition and the fact that they cannot provide a foreseeable return to work date for you.

Occupational Health (OH) have confirmed that they are unable to provide a foreseeable return to work date and therefore we discussed whether (delete following bullet points as appropriate);

* you agreed with OH that you are unfit to perform your current role but capable of other work with an agreed date to return to work
* you disagreed with OH and are fit to return at an agreed date
* you disagreed with OH as you feel you are fit to return but not in the near future
* there are any (further) reasonable adjustments could be considered to allow you to return to work
* flexible working arrangements might enable you to return to work at an agreed date

(\*You may need to reword the following section as appropriate to your discussions)

\*We also discussed the options available to you if you are not able to return to work of;

* + - * moving to an uncontested dismissal to end your employment on grounds of capability due to medical incapacity
      * considering ill-health retirement
      * considering resigning

*(\*if no return to work date confirmed and if employee is not agreeing to ‘uncontested dismissal' to end employment insert the following bullet point)*

* + - * because you contested occupational health advice moving to a panel meeting for them to consider your sickness absence and whether your employment should end on grounds of capability due to medical incapacity

*(\*if your employee’s condition is covered under the Equality Act insert also insert the following bullet point)*

* \*redeployment support

*(\*Delete paragraph as appropriate) The following paragraphs are only SUGGESTED TEXT as each case will be different therefore you must liaise with your local HR Consultant to ensure you gain guidance on completing this letter.*

Uncontested Dismissal ***(please delete heading)***

\*You confirmed that you agree with occupational health recommendations that you are unable to confirm a return to work in the foreseeable future. I therefore confirmed we would organise for an uncontested dismissal meeting. You confirmed you understood. I reiterated that if we proceeded with this, the outcome of the meeting would be dismissal on grounds of capability due to medical incapacity. I explained that I would need to organise for a manager with dismissing authority to chair the meeting, and therefore either the Senior Manager or I would write to you to provide you with your right to attend if you want to.

Ill-health retirement ***(please delete heading)***

You said that you would be keen to be considered for ill-health retirement. I explained that we would need to organise for you to be seen by occupational health again to ask if they would recommend ill-health retirement.

We discussed the process for considering and applying for ill-health. I explained that if you were to submit an application for ill-health, you would be invited to a meeting to formally end your employment with appropriate paid notice. This will happen at the point when you submit your application.

Resigning ***(please delete heading)***

You advised me that as you are not able to return to work you wanted to resign. We did discuss the other options open to you however, you still felt resigning was the best option for you. I accepted your resignation and confirmed the notice you had provided of ***[Insert notice period]***. Your last day of employment will therefore be ***[Insert date]***. Please ensure you organise for any NHSBT property to be returned to me before your last day.

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. ***[Insert any other personal comments that you may wish to add e.g. hope their condition improves etc].***

Panel Meeting ***(please delete heading)***

You explained that you did not agree with the information provided by occupational health in relation to not having a foreseeable return to work date but could not provide a return to work date due to ***[Insert reasons]***. As you are contesting the recommendations provided by OH but are not able to confirm a return to work date, we will need to refer your long term sickness absence to a panel meeting to decide on your employment. At the meeting you will be given the opportunity to present your case in relation to your long term sickness absence. As soon as the panel has been organised I will ensure the Chair writes to you to confirm the details of the meeting. I need to advise you that one of the outcomes of the panel meeting is dismissal on grounds of capability due to medical incapacity.

Return to Work (\*Include the following 3 paragraphs) ***(please delete heading)***

\*You explained that you did not agree with the information provided by occupational health in relation to not having a foreseeable return to work date and that you should be able to return to work on ***[insert date for return to work]***. You explained the reason for you being able to provide a return to work date is because ***[Insert reasons provided by your employee]***. I agreed I will arrange a managed return to start on ***[Insert 1st date back at work]***. I did explain that if you are unable to return to work on this date, as we are unable to allow your long term sickness absence to continue indefinitely, we would need to move the management of your long term sickness absence to a panel meeting for them to make a decision on your employment.

\*As we discussed in our meeting, to ensure you are supported during your long term sickness absence we need to maintain regular absence support meetings. I will therefore be organising another meeting for ***[Date and time]***. I will contact you closer to the date to confirm the location and details for the meeting.

\*I hope that your condition improves and I look forward to you being able to return to work soon.

(\*Include following 2 paragraphs for **all** letters)

\* 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 have any questions please call 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.]***