**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: Outcome of Long-Term Sickness- Ill Health Retirement meeting**

I am writing to confirm the outcome of the Ill Health Retirement dismissal meeting held in relation to your long-term sickness absence.

The meeting was held under NHSBT’s Attendance policy on ***[Date]*** at ***[Time]*** at ***[Location].*** Attending the meeting was ***[Details of Attendees]***.

The meeting was held to consider ending your employment with NHSBT on grounds of capability due to medical incapacity based on agreement by you during your Final Absence Review meeting held on ***[Date]***, to move to an Uncontested Ill Health Retirement dismissal meeting.

During the meeting we considered your long-term sickness absence, the management process that had been followed leading to the long-term sickness dismissal meeting, and the management case.

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 ***[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].***

At the formal long term absence review meeting held on ***[Date]***, it was explained to you, at the meeting, that if you were to submit an application for ill-health retirement, you would be invited to a meeting to formally end your employment with appropriate paid notice. The completed AW33 form was received from you on ***[Date]***, and the form was submitted to NHS Pensions on the ***[Date]***, by submitting this form it is deemed to be the formal application to mutually agree to end your employment.

I confirmed that we would be ending your employment on grounds of capability due to medical incapacity.

The dismissal will take effect as of today ***[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].***

\*Please note, now your ill health retirement application/AW33E form has been submitted to NHS Pensions from Occupational Health, the decision to grant ill health retirement is with an external organisation, Medigold. Going forward, if you have any questions following the progression of your application, you will need to contact NHS Pensions. Once the decision has been made, Medigold will inform NHS Pensions who will notify you of the outcome.

\*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 by email to 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 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 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.

\*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].

Yours sincerely,

***[Name]***

***[Job Title]***

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

***(If outcome is dismissal send copy to Kirsty Stewart)***

***[Encl.]***