**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 of Stage 1 – achievement of monitoring**

I am writing to confirm the outcome of our meeting on ***[Date]*** to review your sickness absence during your Stage 1 monitoring period which ended on ***[Date].***

We met on ***[Date, time and location]***.

Attending our meeting was ***[Names 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.

We held our meeting under the NHSBT’s Attendance policy.

Our meeting was held to discuss your attendance during your monitoring period and whether you had successfully achieved it or whether we needed to consider other options to support you in improving your attendance levels.

We discussed your sickness absence during your monitoring period and we confirmed that the standards of attendance which we agreed at the Formal Review Meeting – Stage 1 on ***[Date]*** had been achieved. Due to your improved attendance I am happy to confirm that we agreed to remove you from Formal Review – Stage 1.

I hope you are able to continue to maintain your attendance levels however, if you do have to take any future sickness absences, these will continue to be reviewed against the triggers as explained in the NHSBT’s Attendance policy, along with any previous sickness absence taken during your monitoring which falls within the 12 month rolling period.

If you have any questions or feel you want to discuss any further support that might help you to maintain your attendance levels, please speak with me.

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.]***