**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant and use headed paper. 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

Address 1

Address 2

Address 3

Address 4

Address 5

Ref: [Sender’s Initials]/[Employee’s Initials]/[Case number]

[Date]

Dear [Employee Title, Employee Surname],

**Re: Request to contact next of Kin**

I am writing to express my concerns regarding your well-being as we haven't had the opportunity to speak during your absence from work due to [health condition] since [DATE].  
  
Your health and well-being are of utmost importance to us, and we want to ensure that you are safe and well, receiving the support and assistance you need during this time. If there are any challenges or issues you're facing, whether related to your health or otherwise, please know that we're here to help.  
  
I understand that dealing with health issues can be challenging, and I want to assure you that we're committed to supporting you through this process. If you feel comfortable, I would appreciate the opportunity to have a conversation with you to discuss how we can best support you during your absence and facilitate your return to work when you're ready.

If applicable   
Thank you for submitting a fit note dated (DATE) until (DATE) with the reason for absence as (REASON), however I have not been able to discuss this with you as per the Attendance Policy, enclosed alongside other information which you may find useful – (such as bereavement guidance, other Policies)

OR  
  
I am still awaiting a fit note for the period of absence from (DATE) to (DATE), despite reminding you on (DATES). Backdated fit notes are not normally accepted unless there are exceptional circumstances, however on this occasion we will accept a retrospective fit note. Please note the policy illustrates that for continuous absences, you must provide a new fit note within 3 calendar days from the date of the last one expiring.

I am willing to accept a retrospective fit notes covering this period of absence, however if I do not receive the fit note by the (DATE) then the absence from (DATE) onwards will be unauthorised absence and may result in an over-payment, which we are obliged to take steps to recover payments.

We will need this to be provided to me directly by (DATE)**, covering your absence from (date to date).** A fit note must be issued by a healthcare professional, which could be a doctor, nurse, pharmacist, physiotherapist or occupational therapist. You do not always need to see them in person to get one.  
  
It depends on:

* why you're off work sick
* whether a healthcare professional needs to assess you face to face
* if you have been in hospital

"Fit note" is the informal name for a Statement of Fitness for Work, also known as medical statements (MED3).

This can be photographed and emailed to me at (manager email address)

I have tried to make contact with you on (DATES), however, I have not been able to speak with you and have not had a response to my ***[insert contact method and details of any contact made through other colleagues and to emergency contacts].***

AND/OR

Whilst I appreciate you have a sick note to (DATE), it is important and expected that you maintain regular contact with me so I can provide you with any support you need. I will contact you during your absence to find out how you are, the likely prognosis and to discuss any actions or reasonable adjustments to support you and assist with your return to work.

I want to ensure that you're receiving the support and assistance you need during this time and I will call you on X day at AM/PM for a wellbeing conversation. If there are any challenges or issues you're facing, whether related to your health or otherwise, please know that we're here to help. If you are not going to be available at this time, please let me know by (DATE).

If I do not hear from you by (date), I will contact your next of Kin, (next of Kin details) to ensure you are safe and well and request they remind you to contact me.

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 call the 24-hour telephone line on **0800 7832808**.  Alternatively if you just wanted to find out more about it you can visit their website <https://wisdom.healthassured.org/login>. The ‘organisation code’ is MHA021261.  There is also the “Wisdom” App available on Play Store and App Store. You can activate the App using code **MHA021261**.

There is also a wealth of information on the [**Wellbeing hub**](https://peoplefirst.nhsbt.nhs.uk/Wellbeing/mental-health.htm) on People First around wellbeing and NHSBT have dedicated [**Wellbeing and Mental Health Champions**](https://peoplefirst.nhsbt.nhs.uk/Wellbeing/mental-health.htm) who provide support for employees and managers to recognise the signs and symptoms of mental distress in its many forms and to be able to have supportive conversations.

All details of this process under the Attendance policy (enclosed) 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 look forward to speaking with you on DATE, or let me know a convenient time for you, and I'll make arrangements for us to speak. Alternatively, if you prefer to communicate via email or any other means, please don't hesitate to let me know.

In the meantime let me know if there is any further support I maybe able to provide you with and wishing you a speedy recovery and looking forward to your return to work.

Yours sincerely,

[Name]

[Job Title]

[cc:] HR Direct Advisor

[Encl.] Attendance Policy