

Private and Confidential

[Addressee]
[Address line 1]
[Address line 2]
[Town]
[County]
[POSTCODE]

[Date]

Dear [Enter name]

Review Meeting

Thank you for attending a review meeting on [Enter date].

[Enter names and positions] were present at the review as well as ourselves.

As I explained to you, the purpose of our meeting was to determine if there was anything that the organisation could do that would help you return to work and also to identify the progress that you are making towards a recovery.

[Either

I was pleased to hear that you were feeling much better and that you were hoping to return to work on [Enter date].]

[OR

I explained that in order that we could fully establish the exact nature of your illness and to determine what adjustments may be necessary to make it easier and safer for you to return to work, I would seek, with your agreement, to contact your doctor in order that the organisation could obtain a medical report.]

[Either

I enclose an authorisation form for you to sign and return to me in order that I might write to your doctor for a medical report. Once received, I will write to your doctor.]

[OR

I provided you with the information regarding access to medical reports in the meeting which you read and signed and you gave me your permission to approach your doctor. I assured you that I will write to your doctor within the next few days to seek this medical report (and I acknowledge that you wish to see a copy of this report). *[Delete if not applicable]*

Once a medical report has been received, we will have a further review meeting to discuss the content.

In the meantime, I hope this letter finds you feeling better. If there is anything I or the organisation can do to assist with your recovery, please do not hesitate to contact me.

Yours sincerely

[Signatory name]
[Job title / Department]