

Private and Confidential

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

[Date]

Dear [Enter name]

Invitation to Absence Review

I am sorry to hear that you are unwell. I understand that you have been absent from work due to [Enter reasons for absence] since [Enter date]. I would therefore welcome the opportunity to meet with you in person to discuss your absence in order to establish how you are and what progress you are making towards recovery and also to determine if there is anything I or the organisation can do to help you in your return to work.

I should like to invite you to a review on [Enter date] at [Enter time] in [Enter location]. If this venue is inconvenient for you please let me know and I shall be pleased to meet with you at a mutually convenient venue.

I should like to discuss the following points with you:

1. Your medical condition and the prognosis for the future.
2. The information in the medical report (if available).
3. What job adjustments might be possible to rectify the problem.
4. Consideration of alternative employment/job roles if applicable
5. The next steps and the best way forward and ongoing reviews.

[Consider adapting the legal rights on companions if this helps the employee as this is good practice and advisable even though not required by law. Take into consideration the experience of the manager and the emotional state of the employee in deciding who you will allow to accompany them, close relatives can be emotive]

To assist and support you, you may be accompanied by a work colleague, an official trade union representative, *family member, spouse or partner.

If you will not be attending and will be sending in written submissions, or you wish the review to take place at your home, *[do not undertake any meeting at home which touches on termination of employment]* please let me know. As the review of your absence will take place on [Enter date], I strongly advise you to participate, if you are able, in order that we can ensure all relevant information is considered.

This is a normal part of the organisation's absence management process. If you have any queries, please do not hesitate to contact me on [Enter telephone number].

Yours sincerely

[Signatory name]
[Job title / Department]

*Delete as appropriate

