**LETTER REQUESTING THE EMPLOYEE TO ATTEND A THIRD/ FINAL STAGE FORMAL SICKNESS MEETING**

<Date>

**PRIVATE AND CONFIDENTIAL**

<Title> <Name>

<Address>

Dear <Name>

# Third/ Final Formal Stage Sickness Meeting

Further to your informal discussion meeting held on \_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_\_\_\_and your First Formal Stage Sickness Meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and your Second Formal Stage Sickness meeting on \_\_\_\_\_\_\_\_\_\_ an improvement in your attendance at work was required. Since then you have had a further \_\_\_\_\_ episodes of sickness absence, outlined below:

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| --- | --- | --- |
| From | To | REASON |
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In light of this and in accordance with the NHS Wales Managing Attendance at Work Policy, a further review prompt has been met, and I have decided that a Third / Final Formal Stage Sickness Meeting is now required. I have arranged for Third Formal Stage Meeting to take place, as follows:

**Date:**

**Time:**

**Venue:**

The purpose of this meeting will be to discuss your sickness absence record, to date and to look at what support has been put in place to improve your health and attendance at work.

It is important that you attend this meeting as it is your opportunity to provide valuable information about your health and circumstances. Whilst we empathise with your current medical problems, your non-attendance has been a cause for concern and accordingly I have to consider whether your employment can continue or whether it will have to be terminated. A decision regarding your employment situation will only be reached after I have considered all of the details at the meeting from yourself and/or your representative

You are entitled to be accompanied at the meeting by an official of a recognised Trade Union or Employee Organisation or Work Colleague, not acting in a legal capacity. It will be your responsibility to contact the representative/colleague, check their availability to attend and to make them aware of the arrangements. I shall be accompanied at the above meeting by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If there is any reason why you are unable to attend this meeting at the time, date or venue above, please contact me so that I can make alternative arrangements. It should be noted that I will only be able to re-arrange the meeting on one occasion (depending on the circumstances).

Yours sincerely

<Name>

<Job Title>

cc Personal File

\*Delete as appropriate