

**LETTER REQUESTING THE EMPLOYEE TO ATTEND A FINAL STAGE LONG TERM
SICKNESS FORMAL MEETING**

<Date>

PRIVATE AND CONFIDENTIAL

<Title> <Name>

<Address>

Dear <Name>

Final Stage Long Term Formal Sickness Meeting

Further to your last meeting held on _____ with _____ an improvement in health and ability to attend work as not been possible to date.

In light of this and in accordance with the NHS Wales Managing Attendance at Work Policy, I have decided that a Final Stage Formal Long Term Sickness Meeting is now required. I have arranged for the meeting to take place, as follows:

Date:

Time:

Venue:

The purpose of this meeting will be to discuss your attendance record to date, look at what support has been put in place to help you to improve your health and attendance, together with a review of the recent medical advice.

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

