

<Date>

Private & Confidential

<Name>

<Address>

Dear <Name>

LONG TERM SICKNESS MEETING

I was sorry to learn from our telephone discussion on [DATE] and receipt of your fit note, which I received on [DATE] that you are [remain] unwell and unable to return to work for at least another*weeks/months

I appreciate that this is a difficult time for you, and would like to take this opportunity to make you aware of Cardiff and Vale's Wellbeing Page which may have useful information to help aid your recovery (www.cardiffandvaleuhb.wales.nhs.uk/your-health-wellbeing)

The purpose of the meeting is to offer support and discuss with you your health. This will include discussion around progress towards recovery, any tailored or reasonable adjustments that can be put in place or any Occupational Health or other Practitioners advice and plan a return to work in the foreseeable future.

I should therefore be grateful if I could meet with you on

Date:

Time:

Venue:

I shall be accompanied at our meeting by [NAME, JOB TITLE]. If the date and time is inconvenient, please let me know and I will arrange a more convenient time with you. Indeed, if it is difficult for you to visit the office, please let me know and I can arrange to visit you at home instead.

The meeting is being held in accordance with the Long-Term Sickness procedure of the [NHS Wales Managing Attendance at Work Policy](#).

If you wish, you may bring a Staff Side representative or work colleague to accompany you, not acting in a legal capacity.

I hope you are feeling as well as possible in the circumstances and I look forward to seeing you at our meeting. In the meantime, if I can be of any further assistance to you, please do not hesitate to contact me.

Yours sincerely

<Name>
<Job Title>

