

<Date>

PRIVATE AND CONFIDENTIAL

<Title> <Name>

<Address>

Dear <Name>

First Formal Sickness Meeting

Further to the meeting held on _____ with _____ you were advised that an improvement in your attendance at work was required, unfortunately you have had further episodes of sickness absence as outlined below,

From	To	REASON

In light of this and in accordance with the NHS Wales Managing Attendance at Work Policy, a further review prompt has been met, a First Formal Sickness Meeting is now required. I have arranged for the First Formal Meeting to take place, as follows:

- Date:**
- Time:**
- Venue:**

The purpose of this meeting will be to discuss your sickness absence record, and to look at ways that you, with support from the UHB, can improve your health, wellbeing and attendance at work.

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 _____.

It is important that you attend this meeting, as it is your opportunity to provide valuable information about your health and circumstances. 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