DATE

**Private and Confidential**

Name

Address

Address

Address

Dear NAME,

**Invite to wellbeing meeting**

As part of the Trust’s initiative to look after the wellbeing of staff who are currently absent from work due to sickness, I am writing to invite you to attend a wellbeing meeting.

This meeting is to explore your absence and establish what the Trust can do to support you in preparation for your return to work.

This meeting will take place on:

**Date:**

**Time:**

**Venue:**

(If applicable) Also present at the meeting will be ….. as HR Support.

As with all wellbeing meetings you are welcome to bring along a work colleague or a NHS recognised trade union representative to help support you, however this must be arranged by yourself.

Further support is also available to you via the Occupational Health department via [www.bfwh.nhs.uk/oneHR](http://www.bfwh.nhs.uk/oneHR). Alternatively you can contact the Employee Assistance Programme, which is a free 24 hour personal support service for employees.  The telephone number **03303 800658** or<https://vivupbenefits.co.uk/>.

In the meantime, if you have any queries relating to this letter or if you are unable to attend, please do not hesitate to contact me.

Yours sincerely,

**NAME**

**TITLE**

cc. Personal File