DATE

**Private and Confidential**

Name

Address

Address

Address

Dear NAME,

**Invite to Final Formal Attendance Review Hearing**

Further to your Welcome Back to Work Discussion on DATE, in which you confirmed you felt well enough to return to work, we discussed what further support we could offer you to help you maintain your attendance. I informed you that in line with the Attendance Management policy, your absence levels are concerning and you have progressed to a Final Formal Review Hearing.

I am therefore writing to invite you to a Final Formal Review Meeting to further discuss your absences and ensure all relevant support has been implemented.

As you are aware the Trust monitor all sickness and you were placed on Informal Counselling on DATE and at this time your absence levels were XX days lost on XX occasions. It was agreed that your absence levels would be monitored from DATE to DATE.

You were then placed on Initial Attendance Review on DATE and at this time your absence levels were XXX days lost on XXX occasions. It was agreed that your absence levels would be monitored from DATE to DATE.

You were then placed on Second Attendance Review on DATE and at this time your absence levels were XXX days lost on XXX occasions. It was agreed that your absence levels would be monitored from DATE to DATE.

Since then you have had a further XXX days on XXX occasions of absence which is concerning.

Over the last 12 months you have been absent on the following occasions:

|  |  |  |
| --- | --- | --- |
| **Dates from and to:** | **Number of working days lost:** | **Reason for absence:** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

The meeting is scheduled to take place on:

**DATE:**

**TIME:**

**VENUE:**

A copy of the management statement of case, inclusive of all supporting evidence will be sent to you in due course, along with a copy of the Trust’s Attendance Management Policy for your reference.

Or

A copy of the management statement of case, inclusive of all supporting evidence is enclosed. Please ensure you bring this with you to the hearing.

You will be given the opportunity to discuss anything which may have affected your attendance at work. In line with the Trust Attendance Management policy, a potential outcome of this meeting could be up to and including **dismissal.**

At this meeting you may be accompanied by a a work colleague or a representative of a nationally recognised NHS negotiating body trade union official.

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 the meeting, please do not hesitate to contact me.

Yours sincerely,

**NAME**

**TITLE**

cc. Personal File