DATE

**Private and Confidential**

Name

Address

Address

Address

Dear NAME,

**Invite to Final Formal Attendance Review Hearing - Capability**

Further to your wellbeing meeting held on DATE, we discussed your continued sickness absence and I advised you that as there has been no identified return to work date, a Final Formal Review Hearing will be arranged.

I am writing to advise you this meeting will take place on:

**DATE: XXX**

**TIME: XXX**

**VENUE: XXX**

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:** |
|  |  |  |
|  |  |  |

In attendance at the hearing will be xxxxx (Chair) and XXX, HR Manager as HR Support.

I will present the management statement of case supported by XXX.

The purpose of the meeting is to review your absence levels under the Trust’s Attendance Management Policy and you will be given the opportunity to discuss anything which may have affected your attendance at work. In following this policy, the meeting may result in **dismissal.**

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.

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/>.

Yours sincerely,

**NAME**

**JOB TITLE**

**Cc Personal file**

**HR**