DATE

**Private and Confidential**

Name

Address

Address

Address

Dear NAME,

**Outcome of Initial Attendance Review Meeting**

I am writing to confirm the outcome of our meeting onDATE when we discussed your sickness absence and explored what support could be offered to you to maintain your attendance in work.

WHO WAS PRESENT?

As you are aware, we discussed that during the last 12 months, you have been absent from work due to sickness on the following occasions:

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

Add in the detail of the discussion from the meeting.

The outcome of the meeting was (insert outcome agreed at meeting and monitoring period).

The following was also agreed at the meeting:

* You are to make every effort in improving your sickness absence levels.
* Your sickness absence levels are to be within the Trust target of, no more than **9** working days (pro-rate for part time employees) lost and/or **4** or more episodes of sickness absence and/or an **identified pattern** of sickness within a rolling 12 month period.
* If you have a further absence during the rolling 12 month period (DATES TO BE ADDED – FROM THE DATE OF RETURN TO WORK FOR 12 MONTHS), your absence level will be reviewed and if this is in excess of the Trust target then you will move to the second formal stage of the Trust’s Attendance Management Policy, where a potential outcome could result in being placed on a Second Attendance review.
* Further support is available via Occupational Health and the Employee Assistance Programme.

Although we are not questioning the genuineness of your sickness absence, we must consistently manage all sickness absence. This level of sickness absence is not sustainable and has a significant detrimental impact on the department.

Should you have any concerns or questions regarding the content of this letter please do not hesitate to contact me.

Yours sincerely,

**NAME**

**JOB TITLE**

cc. personal file