INSERT DATE

**STRICTLY PRIVATE AND CONFIDENTIAL**

**ADDRESSEE ONLY**

INSERT NAME

INSERT ADDRESS

Sent by Email to: (If applicable)

Dear NAME

**Sickness Absence and Attendance at Work Procedure – Long Term Sickness Review**

I write to advise you that a monthly wellbeing meeting has been arranged in accordance with the Trust’s Sickness Absence and Attendance at Work procedure to review your long-term sickness as follows: A copy of the procedure is enclosed with this letter for your information.

**Date: (INSERT)**

**Time: (INSERT)**

**Venue: (INSERT)**

I will be accompanied by at the meeting by NAME, (Senior) HR Advisor. **(Delete if not applicable)**

You have the right to be represented at this meeting by your trade union representative or to be accompanied by a workplace colleague. It is your responsibility to make arrangements for representation should you so wish.

Please confirm your attendance within seven days of the date on this letter via e-mail INSERT EMAIL or telephone INSERT NUMBER.

If you or your representative are unable to attend this meeting, you are required to provide me with an alternative date within seven calendar days of the date arranged for the meeting.

Should you consider yourself to require any adjustments in order to attend the meeting, please contact me immediately so that the necessary arrangements can be made.

Should you be unable to attend, or have any queries with the content of this letter, please do not hesitate to contact me on INSERT NUMBER.

You were encouraged that if you wish to speak to anyone in confidence or in order to receive counselling during this period the Trust has a Staff Support Service who may be contacted on 0121 371 7170, alternatively you can email StaffCounselling.Services@uhb.nhs.uk. In addition to this, you can also access the staff wellbeing page from home by typing “*UHB Wellbeing*” into Google search.

You may wish to speak in confidence with the Freedom to Speak up Guardian or Confidential Contacts who can be approached via email at FreedomToSpeakUpGuardian@uhb.nhs.uk or by telephone on 0121 371 7221.

Yours sincerely

**NAME**

**TITLE**

**Department**

**Ext:**

Enc Sickness Absence and Attendance at Work Procedure

Cc NAME, (Senior) HR Advisor (If applicable)

 NAME, Trade Union Representative (if known/if applicable)

Personal File copy