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 – Stage 1 Meeting**

Further to our discussion on INSERT DATE I write to advise you a meeting has been arranged in accordance with the Trust’s Sickness Absence and Attendance at Work procedure as follows: A copy of the procedure is enclosed with this letter for your information.

Date: **(INSERT)**

Time: **(INSERT)**

Venue: **(INSERT)**

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 7 calendar days of the date on this letter via e-mail INSERT EMAIL or telephone INSERT NUMBER.

If you or your representatives are unable to attend this meeting, you are required to provide me with an alternative date within 7 calendar days of the date arranged for the meeting.

Should you consider you require any adjustments in order to attend the meeting please contact me immediately so that the necessary arrangements can be made. If you have any queries regarding this matter or should you be unable to attend please do not hesitate to contact me on INSERT NUMBER.

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](mailto:FreedomToSpeakUpGuardian@uhb.nhs.uk) or by telephone on 0121 371 7221.

You are 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](mailto: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.

Yours sincerely

**NAME**

**TITLE**

**Department**

**Ext:**

Enc Sickness Absence and Attendance at Work Procedure

cc Personal File