INSERT DATE

**STRICTLY PRIVATE AND CONFIDENTIAL**

**ADDRESSEE ONLY**

INSERT NAME

INSERT ADDRESS

Sent by Email to: (If applicable)

Dear NAME

**Trust Sickness Absence and Attendance at Work Procedure – Stage 1 (or 2) Review Meeting**

I am writing with regard to the Interim review meeting held under Stage 1 (or 2) of the above procedure on INSERT DATE. You were accompanied by NAME, trade union representative/work colleague OR You were happy for the meeting to proceed unaccompanied. **(delete as appropriate)** You confirmed you have received a copy of the Sickness Absence and Attendance at Work Procedure.

We discussed your current health (INSERT DETAILS IF APPROPRIATE). Since we last met on INSERT DATE it is reassuring to note that you have achieved attendance at work that has not met the sickness indicators as outlined in the procedure.

You have now completed the 6 month review monitoring period required for Stage 1 (or 12 month monitoring period required for Stage 2) without any need for further management action, therefore with your good attendance record I confirmed you will now be removed from the review measures. However, it is my duty to advise you that if there is a further lapse in your attendance requiring formal management the decision may be made to escalate your attendance management straight to Stage 2.

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 also 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 telephone on 0121 371 7221.

If you have any queries regarding the contents of this letter please do not hesitate to contact me.

Yours sincerely

**NAME**

**TITLE**

**WARD/DEPARTMENT**

Cc Personal File copy

 firstcontact@uhb.nhs.uk (HR First Contact) **(For Stage 1)**

 NAME, (Senior) HR Advisor **(For Stage 2)**

NAME, Trade Union Representative (if known/if applicable) **(For Stage 2)**