**Model Letter – Confirming Outcome of 1st or 2nd Formal Sickness Absence Meeting**

***To be amended as required***

Date

Name

Address

Dear

**Re: Outcome of [1st or 2nd] Formal Sickness Absence Meeting**

I am writing to confirm the outcome of your [1st or 2nd] Formal Sickness Absence Meeting held on [date].

I chaired the meeting and you were accompanied by [name of TU or work colleague [if relevant]].

The purpose of the meeting was to discuss my concerns regarding……

**Paragraphs for Sickness Absence Concerns:**

….your level of sickness absence

Your sickness Absence Record is as follows:

|  |  |
| --- | --- |
| **Sickness Dates** | **Reasons for Sickness** |
| [dates[ | [reasons] |
|  |  |

You have continued to be absence through sickness since [date].

The following actions were agreed at the meeting:

* XXXX XXXX
* XXXXX XXXX
* XXXXX

You should be aware that any further concerns regarding your sickness absence

may result in the next stage of the Attendance Management Policy and Procedure being instigated This could result in a disciplinary sanction against you up to and including dismissal from the school

You should be aware that your sickness absence will continue to be closely monitored during this **12 month/6 month/3 month (\*\*delete as appropriate\*\*)** period in accordance with the Attendance Management Policy and Procedure

[**Following 1st Formal Meeting:** This letter serves as a First Written Warning under the Attendance Management Policy and will remain on your file for 6 months

You have the right to appeal against my decision. If you wish to do so, please submit your appeal stating the grounds and return it to me within 10 working days of receipt of this letter.

[Attendance management policy and procedure – HR4Schools](https://hr4schools.harrow.gov.uk/school-policies/attendance-management-policy-procedure)

**OR**

**[Following 2nd Formal Meeting**: This letter serves as a Final Written Warning under the Attendance Management Policy and will remain on your file for 12 months

You have the right to appeal against my decision. If you wish to do so, please submit your appeal stating the grounds and return it to me within 10 working days of receipt of this letter

[Attendance management policy and procedure – HR4Schools](https://hr4schools.harrow.gov.uk/school-policies/attendance-management-policy-procedure)

I appreciate this may be a difficult time for you. You can access School’s 24 hour Employee Assistance Programme for completely independent confidential support and advice, by telephoning **\*[company details and telephone to be inserted including website details and access advice]\***

If you need any further advice or assistance, or if there are any particular matters which you would like to discuss, please do not hesitate to contact me.

Yours sincerely