**Model Letter – Confirming Outcome of 1st or 2nd Formal Sickness Absence Meeting – No Further Action**

***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] |
|  |  |

OR

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

**General Paragraphs**

I am pleased to confirm that having reviewed your [sickness absence levels or performance] during the review period, I consider your [sickness levels or work] has improved to the standards expected of you.

[Detail what improvements have been made here

In accordance with the Attendance Management Policy and Procedure, no further action will be taken and I hope this level of improvement will be sustained.

I would re-iterate that if you need any further assistance or support, you discuss your concerns with me immediately. If you wish to continue to receive additional training/support [give details] for a further [no. of weeks] weeks, again please let me know.

You should be aware that any further concerns regarding your [sickness absence or performance], may result in the formal Sickness Absence Procedure being instigated.

[Following 1st Formal Meeting: However, as discussed, a record of your guidance meeting has been kept on your personal file for 12 months from the date of the guidance meeting. You should be aware that any further concerns regarding your [sickness absence or performance] in relation to the guidance carried out, may result in the formal Sickness Absence Procedure being instigated.]

[Following 2nd Formal Meeting: The warning previously issued to you will remain on your personal file until [date]. You should be aware that your sickness absence will continue to be closely monitored during this period in accordance with the Attendance Management Policy and Procedure and should your sickness absence deteriorate during this time, the Attendance Management Policy and Procedure will be implemented at the next stage. The next stage of the formal Procedure could result in [a Final Warning or Dismissal from the school’s employment].

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.

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