**Model Letter – Confirming Outcome of 3rd Formal Sickness Absence Meeting**

***To be amended as required***

Date

Name

Address

Dear

**Re: Outcome of 3rd Formal Sickness Absence Meeting under the Attendance Management Policy and Procedure**

I am writing to confirm the outcome of your 3rd Formal Sickness Absence Meeting held on [date] in accordance with the Attendance Management Policy and Procedure.

I chaired the meeting and was advised by [name], HR (London Borough of Harrow). You were accompanied by [name of TU or work colleague, [if relevant]].

The purpose of the meeting was to consider your [sickness absence or performance].

**Paragraphs for Sickness Absence Concerns:**

[Long-term sickness] You have now been absent from work on sick leave since [date] and the advice we have received from Occupational Health is that [details here]. [They are unable to predict when or if you may be fit to return to work – give details].

As discussed with you, we consider that you have an unacceptably high level of sickness absence, which cannot be sustained within [section name].

**General Paragraphs**

On the evidence presented at the meeting, it was found that [details findings here].

Having considered these findings, it has been decided that [one of the following:]

* No further action will be taken as it is viewed that your [sickness absence or performance] has reached the required standards.
* [***For dismissal only***] Your [sickness absence or performance] has failed to improve during the agreed review period, to the required standards. I therefore confirm that your level of [sickness absence or performance] is of such an unsatisfactory standard that it has been decided to terminate your employment.

**Paragraphs for Dismissal Only**

This letter gives you formal notice that your employment will be terminated.

**AND**

This letter constitutes [no. of weeks] week’s written notice, from the date of this letter, in accordance with your contract of employment. You are required to work your notice period.

***OR***

As discussed, you will receive pay in lieu of [no. of weeks] week’s notice in accordance with your contract of employment.

***ALL***

Your last day of service will therefore be [date].

**Paragraphs for Dismissal Only**

Please make arrangements to return any property in your possession that is rightfully owned by Harrow Council, including any keys and passes, equipment and document papers before your last day of service.

**General Paragraphs**

You have the right to appeal against my decision. If you wish to do so, please complete the Appeal Notification Form (enclosed), stating the grounds for your appeal and return it to me within 10 working days of receipt of this letter. You will then have a further 10 working days to submit your Employee Case Statement which provides your detailed grounds of appeal.

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]

I have attached a copy of this letter for you to forward to your representative, if required.

If you have any queries, please do not hesitate to contact me on [telephone number].

Yours sincerely

Enclosures