**Model Letter – Confirming outcome of Guidance Meeting**

**To be amended as required**

Date

Name

Address

Dear

**Re: Outcome of Guidance Meeting**

I am writing to confirm the outcome of your guidance meeting held on [date].

**Paragraphs for Sickness Absence Concerns:**

The purpose of the meeting was to discuss your [level of sickness absence as you had hit the trigger of [trigger here] and to discuss your possible referral to Occupational Health.

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

We agreed that I would refer you to Occupational Health section for advice on your medical condition. [Delete as appropriate]

We agreed to monitor your attendance for a period of [duration] until [date].

During the review period, I expect to see an improvement in your sickness absence.

**General Paragraphs**

You should be aware that if there is insufficient improvement in your level of [sickness absence during the agreed review period, the formal Attendance Management Policy and Procedure may be instigated which could result in a First warning being issued to you. I will meet with you again on [date and time] to discuss your level of improvement.

I should also advise you that a copy of this letter will remain on your personal file for the next 12 months and may therefore be referred to again after the review period, if further concerns arising regarding your [sickness absence].

I hope that any further action will not become necessary, and that your [sickness absence] will improve.

Yours sincerely

Enclosures