**Model Letter – Inviting Employee to Attend a Guidance Meeting**

**To be amended as required**

Date

Name

Address

Dear

**Re: Guidance Meeting under the Attendance Management Policy and Procedure**

Further to our recent discussions, I am writing to confirm that I have concerns regarding your [sickness absence].

I would therefore like you to attend a Guidance Meeting will me on [date] at [time] in [location].

**Paragraphs for Sickness Absence Concerns:**

The concerns relate to your….

… continuing sickness absence since [date].

OR

… sickness absence record

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

The purpose of the meeting will be to discuss your sickness absence and your return to work. In addition, I would like to discuss a possible referral to Occupational Health for further advice on how we can assist [you to attend work regularly / your early return to work] and support we can offer.

Please can you confirm whether you are able to attend the meeting and whether you need any special arrangements to assist you to do this. If you are not well enough to attend this meeting, I may wish to visit you at home. Please let me know if this is acceptable to you.

**General Paragraphs**

Following the meeting, a review period will be set during which time I will monitor your progress.

Whilst this is not a formal meeting, you should be aware that if there is insufficient improvement during the review period, a Formal Sickness Absence Meeting may be arranged in accordance with the Council’s Sickness Absence Procedure which could result in a First Warning being issued to you.

I enclose a copy of the Sickness Absence Procedure for your information.

Yours sincerely

Enclosures