THIS IS A TEMPLATE LETTER – PLEASE AMEND IT AS NECESSARY TO SUIT THE SITUATION

Please transfer to the school headed paper.

**Recipient’s address here**

Date

Dear xxx,

**Invite to Stage 2 Formal Sickness Meeting**

I am writing to invite you to a formal Stage 2 meeting under the Sickness Absence Management Policy and Procedure, a copy of which I attach.

This meeting has been arranged because you [have reached a trigger point within the monitoring period] or [did not return to work at the specified date] or [you have been absent for [length of absence] or [it has been confirmed that you will be absent for [length of absence]]. This meeting follows our stage 1 or review of stage 1 sickness absence formal meeting on [date(s)].

The purpose of this meeting is to discuss the likely length of your ongoing absence and what, if any, [further] steps can be taken to assist you in returning to work (such as a phased return, amended job duties, altered hours of work, workplace adaptations, or temporary or permanent medical redeployment). [This will include discussion of the medical/occupational health report dated [date], which [I enclose/you have previously received].]

You are entitled to be accompanied by either a work colleague or trade union representative at the meeting. I would be grateful if you can notify me of their name in advance of the meeting. [If you wish to have a companion with you at the remote meeting, please let me know in advance and I will add them to the meeting invite.]

Kindly let me know at your earliest convenience if any adjustments are required to facilitate your attendance.

I appreciate this may be a difficult time for you. You can access the School’s 24-hour Employee Assistance Programme for completely independent confidential support and advice, by telephoning [insert the company details] on [insert telephone number].

I enclose a copy of the Sickness Absence Management Policy and Procedure.

Yours sincerely

First Name and Surname

**Job Title**

Name of School