**Template Letter – Invite to Long-Term Absence Support Meeting**

**[Note – Template letters are intended as a guide only, please edit as necessary]**

[DATE]

**Private & Confidential**

[ADDRESS]

Dear [NAME]

**Invite to Long-Term Absence Support Meeting**

I refer to your current absence from work which began on [DATE]. At this time you are currently signed off work until [DATE].

As you have been absent for [NUMBER] months **OR** As [EVENT – e.g. I have now received a copy of your latest occupational health report] I would like to arrange a meeting with you on [DATE] at [TIME/LOCATION]. The aim of this meeting is to: [Select appropriate points from below depending on the nature of the absence and what needs to be covered]

* Obtain an update on your current health & the level of progress made since the start of the absence (if any)
* Discuss the likely duration of your absence
* Explore any supports or adjustments which may assist a return to work
* Discuss whether or not a referral to Occupational Health is appropriate/Discuss the latest Occupational Health Advice
* Update you on relevant workplace developments
* Give you an opportunity to raise any difficulties or concerns
* Discuss any next steps in the process

[The points below are specific to longer-term cases where earlier meetings have already referred to these possible courses of action. Please seek HR support for such cases]

* + Discuss whether redeployment is appropriate
  + Determine whether ill-health retirement is appropriate
  + Explain the possible progression to a capability hearing (including its potential outcomes)

You may be supported at this meeting by a trade union representative or work colleague.

Should you wish to meet in an alternative location or if you would prefer for me to visit you at home [Edit depending on absence/condition], please let me know by contacting me on [DETAILS]. [Manager considering a home visit should conduct a risk assessment for lone working and it may be appropriate to be accompanied on the visit].

I look forward to meeting you and if you have any questions in the meantime, please don’t hesitate to contact me.

Yours Sincerely

**[NAME]**

**[JOB TITLE]**

cc XXXXXXXXXXX