**Private & Confidential**

INSERT NAME

INSERT ADDRESS

DATE

Dear INSERT NAME,

**SICKNESS ABSENCE – WELFARE MEETING**

I hope that your recovery is going well?

I would like to invite you to attend a Welfare Meeting. This meeting has been arranged for INSERT TIME, on INSERT DAY, INSERT DATE, and will take place the INSERT LOCATION. If you would rather, this meeting could take place at either your home address or another venue of your choice.

I will Chair the meeting and INSERT NAME, INSERT ROLE will also be in attendance to take notes.

The aim of this meeting is for us to understand what impact your health condition is having or could have on your ability to work, and whether it would be appropriate to make a referral to your GP or Occupational Health for a medical report. We would also like to understand whether there are any reasonable adjustments or support we can consider to help you return to work.

This is an informal meeting, however, if you prefer, you can have someone with you for moral support. This can be a family member, work colleague or an accredited Trade Union Representative.

Please confirm your attendance at the meeting to me on INSERT TELEPHONE NUMBER by INSERT TIME on INSERT DAY, DATE.

Yours sincerely

**INSERT NAME**

**INSERT ROLE**