**Private and Confidential**

INSERT NAME

INSERT ADDRESS

DATE

Dear INSERT NAME,

**Occupational Health Report Review Meeting**

I would like to arrange a meeting with you to discuss the content of the Occupational Health report, which I have recently received.

MC Health have provided you with a copy of the Occupational Health report direct, however, please notify me if you have not received this, and I can arrange to provide you with an additional copy prior to our meeting taking place.

This meeting will take place on DATE at TIME at INSERT LOCATION. I will Chair the meeting and INSERT NAME, TITLE will also be in attendance to take notes.

You are entitled to be represented at this meeting by either a work colleague or an accredited Trade Union Representative.

Please call me on INSERT NUMBER by no later than 12.00pm on INSERT DATE 2 days from date of letter, to confirm your attendance at the meeting, and whether you will be accompanied, and if so, who will accompany/represent you?

I look forward to meeting with you.

Yours sincerely

**INSERT NAME**

**INSERT TITLE**