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

**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

**Invitation to Long-Term Absence Review 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

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***