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

**Name**

**Address**

**Date**

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

**Invitation to attend Occupational Health Advisor Appointment**

I refer to your current absence from work which began on [DATE]. At this time, you are currently signed off work until [DATE]. (May look to include the expectation of another Medical Cert here).

As you have been absent for [NUMBER] weeks/months the company has engaged with the services of an Occupational Health Advisor to further support you at this time. As per the company Absence Policy, the company reserves the right to schedule an Occupational Health Advisor. Details of the Appointment are outlined below:

**Date & Time: <<insert details>>**

**Doctor: <<insert details>>**

**Location: <<insert details>>**

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]

• Discuss the likely duration of your absence and likely return to work date

• Explore any supports or adjustments which may assist a return to work

• Give you an opportunity to raise any difficulties or concerns

• Discuss any next steps in the process

On the day, may I ask that you please bring along any necessary Medical Documentation related to your absence.

The Company will cover the cost of this appointment and ask that you please confirm your attendance at the arranged appointment by X date. (normally have to give 72 hours notice prior to appointment before being charged for a non-attendance)

Failure to attend may be seen as a breach of the company Absence Policy as may be dealt with in line with the company Disciplinary Policy. (Failure to comply with a reasonable direction in this regard would technically be a disciplinary matter. Unfortunately for the employer, failure to execute this reasonable order is unlikely to result in dismissal rather than other disciplinary action such as a warning)

This appointment is a key step in supporting you and hopefully ascertaining if there is a likely return to work date along with reasonable accommodation recommendations. As I am sure you can understand the company cannot continue to keep your role open indefinitely. (Disregard this sentence if not appropriate for your individual case)

If perhaps anything is unclear please don’t hesitate to contact me.

Yours sincerely

***Name***

***Job Title***