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|  | Queen's University BelfastBelfast, BT7 1NNNorthern IrelandTel 028 9097 XXXX[<INSERT DATE>] |

**STRICTLY PRIVATE AND CONFIDENTIAL**

[<Insert Address Line 1>]

[<Insert Address Line 2>]

[<Insert Postcode<]

Dear [<Insert Name>]

**RE: Sickness Absence**

I am sorry to hear that are unwell and have been unable to attend work due to ill health, which has been certified by your GP as [<Insert reason for absence>].

As you have now been absent from work, since [<Insert Date>], I would like to meet with you to discuss your absence as follows;

**DATE:** [<Insert Date>]

**TIME:** [<Insert Time>]

**VENUE:** [<Insert Venue>]

The purpose of the meeting is to discuss your current absence, to ascertain your progress and the likely duration of your absence and to determine whether there is any support that can be provided to facilitate a return to work in the near future. This meeting is being held in accordance with Section 5.1 of the Sickness Absence Procedure (copy enclosed) and will be held in a supportive context.

I wish to inform you of the University’s independent professional counselling service provided by Inspire.  They can be contacted on freephone number 0808 800 0016 at any time of the day or night, seven days a week should you wish to contact them.

The University also offers a rolling schedule of wellbeing and healthy lifestyle events which you might find useful to assist you in your recovery. Please see <http://www.qub.ac.uk/sites/wellbeing/> for further information.

If you require any assistance/reasonable adjustments to enable you to attend this meeting, please do not hesitate to contact me.

I would be grateful if you could confirm your attendance at this meeting by contacting me via telephone at [<Insert telephone number>] or via email to [<Insert email address>].

Yours sincerely

**[<Name>]**

**[<Position>]**

Enc Sickness Absence Procedure