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|  | Queen's University Belfast  Belfast, BT7 1NN  Northern Ireland  Tel 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**

Following your recent appointment with [<Insert Name of Medical professional>] at Occupational Health on [<Insert Date>], I have now received a copy of the report.

I would like to meet with you to discuss the report, its findings and any support that can be provided to facilitate a return to work in the near future. The details of the meeting are as follows;

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

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

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

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