**Please delete red text before sending**

# AP3 Invitation to Wellbeing Support Meeting (Short Term Absence) – cause for concern

Enter a date.

**Private and Confidential**

Full Name

Address

Dear First Name,

Further to our last contact on Date Choose an item., I would like to meet for a Wellbeing Support Meeting.

May I suggest we meet on **Date** at **Time** at **Venue**. If this is inconvenient for you, or you would prefer me to visit you at home or some other suitable venue, please let me know.

The purpose of this meeting is to discuss any underlying health or wellbeing issues, and any appropriate measures we can implement to support you and to maintain sustainable attendance thereafter. Wellbeing Support Meetings form part of the Absence Procedure used to manage your absence and support health and wellbeing.

Your absence record shows that you have been absent on the following occasions:

|  |  |  |
| --- | --- | --- |
| From | To | Reason for absence |
|  |  |  |
|  |  |  |
|  |  |  |

This meeting will give participants the opportunity to fully understand the current situation, the concerns surrounding the absences, and to attempt to gain a mutually beneficial and supportive resolution which may include:

1. Occupational Health Service and/or specialist advice
2. Reasonable adjustments
3. Phased return
4. Temporary variation(s) of contract
5. Review absence record
6. Attendance expectations
7. Redeployment (AEP)
8. Next steps

I am enclosing for your attention a copy of the Absence Procedure which outlines the process to be followed.

Please note this meeting is part of the formal Absence Procedure and you have the right to be accompanied by a trade union representative or a work colleague should you choose.

If you require any reasonable adjustments to attend and take part in the meeting, please let me know.

I would be grateful if you could confirm your attendance and whether you will be accompanied by anyone at the meeting. Please contact Full name on Contact number.

I look forward to meeting with you as your health and wellbeing is important to us. I look forward to seeing you at the Wellbeing Support Meeting on Date. If you are going to be accompanied to the meeting, please state here (recommended for home visits).

Yours sincerely,

Full Name

Position

Contact number