



D.I.Y. TEMPLATES

Notification of Ill Health Consultation Meeting

Mr Joe Bloggs
c/o LID Enterprises
123 Main Street
Belfast
BT00 0ZZ

1st March 2017

Dear Mr Bloggs,

As you are aware you have been continuously absent from work since <<DATE>> and your most recent medical certificates have cited "<<INSERT REASON>>" as the reason for your continued absence.

As a responsible employer, we would like to meet with you to fully discuss your current state of health together with any measures the Company can take to assist in alleviating your condition and aiding your recovery. In addition, if possible, we wish to establish the likelihood of a return to work within a reasonable period.

You are therefore, requested to attend an Ill Health Consultation Meeting on <<DATE>> at <<TIME>> at <<LOCATION>>.

During this meeting you may be requested to sign a consent form permitting the Company to seek a medical report from your doctor and/or an Occupational Health Consultant on their opinion of how, as an employer we might assist your recovery. Please note that you are not compelled to sign permitting such a report to be obtained however this will be fully explained to you at the meeting.

You may, if you wish, be accompanied at the above meeting by a colleague or an accredited trade union representative. However, it is your responsibility to make the necessary arrangements for their attendance and you should let me know in advance as to the identity of your proposed accompaniment.

If for good reason the above date, time or venue proves to be unsuitable, you are required to contact me immediately upon receipt of this letter so that a suitable alternative may be arranged.

Yours sincerely,

Jayne Doe
Manager

Should you have any queries regarding this template or if you would like assistance in dealing with any employee relations issues please do not hesitate to contact Neil or a member of the Personnel & Training Services team on 028 2564 4110 or by emailing enquiries@pts-ni.com .