**LETTER SEEKING MEETING WITH EMPLOYEE ON SICK LEAVE**

Dear [NAME]

**Sickness Absence**

I note that you have been absent from work due to ill health since [DATE].

As part of our absence management process, I would like you to attend a meeting with me at [VENUE] on [DATE] at [TIME]. The purpose of the meeting is to establish what progress you are making towards recovery and to determine if there is anything we can do to help you in your return to work.

I would be grateful if you could contact me to confirm your attendance at the scheduled meeting or to make alternative arrangements.

If you have any queries or any particular needs or requirements in relation to the proposed meeting, please let me know.

Yours sincerely

[NAME]