



Attendance & Absence

Letter to employee refusing to attend absence meetings

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Document for:

Employees



Other staff

e.g. consultants, contractors,
casual and agency staff.



Volunteers



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[Letter to employee refusing to attend absence meetings]
[On headed notepaper of employer]

[ADDRESSEE]

[ADDRESS]

[DATE]

Dear [EMPLOYEE'S NAME],

Sickness absence

[Thank you for sending a further medical certificate. I am sorry to hear that you are still unwell and unable to return to work.] [REFER TO MEETING THAT WAS MISSED TO ASSIST WITH CONTINUITY AND THE PAPER TRAIL]

I am writing again to request a meeting with you to discuss your current medical condition. As a consequence of your absence from work, it is important that we meet to discuss the effect of your condition on your ability to work, your likely return date and how the [ORGANISATION] can assist your return to work.

I must remind you that there is a shared responsibility between the [ORGANISATION] and you as an employee to maintain reasonable contact during absences.

[As I have explained previously,] maintaining contact is important to ensure that the [ORGANISATION] is doing everything it can to assist you to return to work.

Further, [in a small organisation such as ours,] your expertise is missed so we require your input on your likely return to work and any necessary arrangements regarding your role in order that we can make arrangements for going forward.

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