Name ---------------

Address-------------

Dear ----------------

**1st Stage Attendance Management Meeting – Review period**

### Dear

I refer to our meeting on ---------- at which concern regarding your sickness absence record was discussed. Following that meeting I am pleased to note that you have had no further absence ***or*** your absence has significantly improved and whilst you have had an occasion of further absence this absence falls out of the formal triggers.

If meeting held - Insert details of discussions e.g. You advised that you had no concerns or work related issues that you wanted to discuss, which you felt may have an impact on your future overall attendance levels.

It was agreed that your attendance will continue to be monitored in accordance with the

Sickness Absence Policy and you were informed that if your absence level hits a formal trigger point within the next 6 months that you would re-enter the procedure at the 1st Stage Attendance Management Meeting.

If you have any queries or concerns relating to your attendance, please do not hesitate to contact me.

Yours sincerely

**Managers Name**

**Job Title**

**cc TU & HR**

**Mae croeso i chi gysylltu gyda’r Cyngor trwy gyfrwng y Gymraeg neu’r Saesneg.**

**You’re welcome to contact the Council through the medium of Welsh or English.**