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

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

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

**Sickness Absence Policy – Process Review**

### Dear

I am writing to acknowledge your letter received on the …………, requesting a process review following your 2nd stage attendance management meeting held on ….

Arrangements are being put in place for (Name and job title) supported by (Name, Senior HR Advisor) to undertake a review of all the paperwork in respect of your case and I have asked the department to provide them with all the appropriate letters and records. As part of this process it will be necessary for the officers to have access to your Occupational Health report(s) and I attach a form for your signed permission.

Please be advised that this process review is to ensure that the procedural matters have been completed appropriately.

*(If applicable)* Please note that the process review will not necessarily consider all matters raised by you in your letter in respect of any other issues you may have with the department.

If there is any additional information and/or documentation that you wish to be included and considered as part of this review you are required to forward this information to me no later than …….. I

f you have any queries regarding this matter please do not hesitate to contact me.

Yours sincerely

For the attention of ……………… (HR Officer)

I give permission for any relevant medical information including Occupational Health Reports to be used as part of my Sickness Absence process review

Name of employee ……………………………

Employee no .………………………………….

Signed ………………………………………….

Date …………………………………………….