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

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

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

**(Delete as appropriate) 1st or 2nd or 3rd Stage Attendance Management Meeting – Review period**

### Dear

I refer to our meeting on (Insert Date) at which concern regarding your sickness absence record was discussed. Following that meeting I am pleased to confirm that as (Delete as appropriate) you have had no further absence **or**your absence has significantly improved (as whilst you have had an occasion of further absence this absence falls outside of the formal triggers) your review period is completed.

Your attendance will continue to be monitored in accordance with the Sickness Absence Policy and if your absence level hits a formal trigger point within the next 4 months you will re-enter the procedure at the (Delete as appropriate) 1st or 2nd or 3rd Stage Attendance Management Meeting.

We would like to ensure we are continuing to support you as much as possible in order to maintain your attendance. If there is any further support that you feel may be of benefit to you, please discuss this with me.

Yours sincerely

**Managers Name**

**Job Title**

**cc TU & HR**