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| SCRCCG.enquiries@nhs.netTel via: 01723 343660Reference**By Email** | NHS Scarborough and Ryedale CCGScarborough Town Hall - York HouseSt Nicholas StreetScarboroughNorth YorkshireYO11 2HG |
| Address line 1Address line 2Address line 3Address line 4Address line 5 | Tel: 01723 343660Website: [www.scarboroughryedaleccg.nhs.uk](http://www.scarboroughryedaleccg.nhs.uk) ENTER DATE |

Dear

**Invite to Final Review Hearing – Stage 4**

I am writing to advise you / confirm that a hearing has been arranged under the Scarborough and Ryedale CCG Management of Attendance Policy at Stage 4. This is following your Stage 3 meeting which was held on [date] where you were issued with a Final Written Warning. Since [date] you have had a further episode of short term absence which we have recorded as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date | End Date | Reason | Total Calendar Days |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

We have therefore arranged a Final Review Hearing at Stage 4 to discuss your absences and this will take place as follows:

|  |  |
| --- | --- |
| **Date** |  |
| **Time**  |  |
| **Location** |  |

The panel will be chaired by [name, job title] supported by [name, job title]. Also in attendance will be {name, Job title} who will be supported by [name, job title].

The purpose of this hearing is to review your absence record and the actions that have been taken to date to support your improvement and also any supporting medical information. You will have an opportunity to present your case and submit any supporting evidence.

Please note that the hearing could ultimately result in dismissal although every effort will be made to look at alternatives including redeployment.

You have the right to be accompanied by a Trade Union Representative or a work colleague, not acting in a legal capacity. I would be grateful if you can confirm your attendance at the meeting by [date] and also whether you will be accompanied.

I have enclosed a copy of the policy for your information. In the meantime if you have any questions in advance of the meeting please let me know.

Kind regards

Name

**Job title**

Cc: Personal File

 Workforce Representative