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| [SCRCCG.enquiries@nhs.net](mailto:SCRCCG.enquiries@nhs.net)  Tel via: 01723 343660  Reference  **By Email** | NHS Scarborough and Ryedale CCG  Scarborough Town Hall - York House  St Nicholas Street  Scarborough  North Yorkshire  YO11 2HG |
| Address line 1  Address line 2  Address line 3  Address line 4  Address line 5 | Tel: 01723 343660    Website: [www.scarboroughryedaleccg.nhs.uk](http://www.scarboroughryedaleccg.nhs.uk)  ENTER DATE |

Please note that the sections highlighted in yellow below MUST be included in the outcome letter to the employee

If required, please send a draft copy of the outcome letter to HR for review before it is sent to the employee.

Dear

**Outcome of Final Review Hearing - Stage 4**

I am writing to advise you of the outcome following the Final Review Hearing at Stage 4 which was held on [Date]. In attendance at the meeting were [name, Job titles of all attendees]. The purpose of this hearing was to review your absence record and the actions that have been taken to date to support your improvement and also any supporting medical information.

The outcome of the meeting was that it was that a redeployment option would be considered. Can you please liaise with [name, job title] with regards to the process and the options that are currently available to us.

**OR**

Due to your continuing absences and failure to achieve satisfactory improvement in your attendance you employment with [organisation] was terminated.

Your employment was terminated on [date] and you are entitled to \*\* days outstanding annual leave which will be paid in your final salary.

I can confirm that you are entitled to \*\* weeks pay in lieu of notice and I will ensure this is included within your final salary.

You have the right to appeal against this decision and this needs to be made in writing to [name, job title] within 10 days of this letter.

In the meantime if you have any further queries please do not hesitate to contact [name, job tile]

**OR**

On behalf of Scarborough and Ryedale CCG may I express my regret that your employment has ended in these circumstances.

Kind regards

Name

**Job title**

Cc: Personal File

Workforce Representative