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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 |

Dear

**Informal Meeting**

I am writing to you in accordance with the Scarborough and Ryedale CCG Management of Attendance Policy.

As you have been absent from work due to sickness since [date] I would like to meet with you informally to discuss any help or assistance the [organisation] can offer you.

I would be grateful if you could call me on [number] to arrange an appropriate time and location

In the meantime if there is anything further you need from me in relation to your sickness please do not hesitate to contact me.

Kind regards

Name

Job Title