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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

**Failure to Attend Occupational Health**

I have been notified by Occupational Health that you failed to attend your appointment that had been arranged for you on [Date, Time] and had not contacted them to inform them that you wouldn’t be attending.

Can I bring to your attention that as a Scarborough and Ryedale CCG member of staff the current Management of Attendance Policy states that ‘Employees must make themselves available to attend Occupational Health referrals as a contractual obligation’ and I have enclosed a copy of this policy for your information.

I have therefore arranged for a further appointment for you at Occupational Health on [date, time and location].

Can you please inform Occupational Health if this date is not suitable so they can organise an alternative date.

Kind regards

Name

**Job Title**