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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 Informal Attendance Monitoring Meeting - Stage 1**

I am writing to advise you / confirm that a meeting has been arranged under the Scarborough and Ryedale CCG Management of Attendance Policy to discuss your level of absence as you have hit the policy’s trigger point. The dates which we have recorded over the last \*\* months for you being sick are as follows:

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

An Attendance Monitoring Meeting has been arranged to discuss your absences and this will take place as follows:

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

The purpose of this meeting is to provide support and assistance to help you maintain attendance at work and to identify any issues that you may be having. An action plan for improvement will be agreed at the meeting

This is an informal Stage 1 meeting of the Management of Attendance process therefore it is not necessary to have representation at this stage. I would be grateful if you can confirm your attendance at the meeting by [date].

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