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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

**Invite to Formal Attendance Monitoring Meeting - Stage 2**

I am writing to advise you / confirm that a further meeting has been arranged under the Scarborough and Ryedale CCG Management of Attendance Policy to discuss your level of absence at Stage 2. This is following your Stage 1 meeting which was held on [date] where you were issued with a verbal notification of unsatisfactory attendance. Since [date] you have been absent on a further episode of short term absence which we have recorded as follows:

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

We have therefore arranged a Formal Attendance Monitoring Meeting at Stage 2 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

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 shall be chairing the meeting and will be supported by [name], [job title].

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