**Cumbria Fire & Rescue Service | Carleton Avenue | Penrith | Cumbria | CA10 2FA**

Optional / At manager’s discretion – **could telephone instead (preferable)**

**Private and Confidential**

Name

Address line 1

Address line 2

City

County

Postcode

Date (use format 17 February 2023)

Dear Sir or Madam

**Sickness Absence**

I am sorry that you are unwell and wish to offer my support for your early recovery and return to work.

If you are still unwell after a week or so, I will contact you again with a view to arranging a time and date when I might meet with you at a support meeting. Support meetings are part of the Council’s Grey Book Absence and Wellbeing Procedure (as attached), they enable us to keep in touch when employees are absent and provide support if we can.

If your sickness absence is work related and you feel unable to discuss the matter with me please contact *[normally the line manager’s manager]* ***(name)*** on ***(telephone number).***

If you wish to access additional support you can find can find details of national helplines and websites on Cumbria fire and rescue website: https://www.cumbriafire.gov.uk/wellbeing-support-all-staff

However I do hope that you will recover quickly and that you will be back soon. If not, I will contact you in the next week or so and will arrange a support meeting.

Yours sincerely

(Signature)

Name Surname

Job title