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

**XXX@cumbriafire.gov.uk**

Date

**Private and Confidential**

Name/address

Dear (name)

**Absence Management - Outcome of Support Meeting**

I am writing to confirm the outcome of the Support Meeting I held with you on (date) at (address). The purpose of the meeting was to discuss with you your ongoing absence from work. Also present at this meeting was (name/post title/ TU rep / Co-worker).

We discussed your continuing absence and the treatment you were currently receiving. Obviously, our aim is to see you back at work. We agreed that we would meet again on (date).

At the meeting, we discussed further your sickness absence and reasons for absence. Your response was (insert) and you detailed the measures you have taken/you will take in recognition of your own personal responsibility to improve your attendance levels, including (insert). We also discussed whether there was any additional support that could be provided to you such as (insert).

We discussed the following measures that would be put in place:

**(insert measures eg continued monitoring and/or referral to occ health, include a timescale for these)**

I explained that it was important that if you continue to experience difficulties or your condition and/or treatment changes that you discuss this with me, so that we can identify whether any further support could be made available to you.

On (date) we will review the support required and the actions agreed and if necessary I may need to consider more formal action under the Absence and Wellbeing procedure. I left a copy with you for reference.

If you wish to access additional support you can find details of national helplines and websites on SharePoint or on the CFRS website.

I hope that this clarifies the points we discussed and if I can offer any further support please do not hesitate to contact me.

Yours sincerely

Manager

Cc

Trade Union Representative (where relevant)

Service Centre for filing