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

**XXX@Cumbriafire.gov.uk**

***Please delete red text before sending***

***Note: This letter can be used at any point during an absence where the manager is unable to directly contact an employee. It is preferable for you to make direct contact where possible.***

Enter a date.

**Private and Confidential**

Full Name

Address

Dear First Name,

This letter may be used at the beginning or during an absence where an employee is not maintaining contact – Please delete the paragraphs under either Initial or Maintaining Contact, **do not include both**.

You are encouraged to adapt this letter to suit an employee’s circumstances.

**Initial**

I wish to offer you my support during your absence for your wellbeing, early recovery and return to work.

I hope to hear from you at a suitable time for you to make contact. If we have been unable to speak after a week or so, I will contact you again to arrange a time and date for us to meet for a Wellbeing Support Meeting. These meetings are part of the Absence Procedure, and they enable us to keep in touch when employees are absent and support their wellbeing where possible.

If your absence is work related and you feel unable to discuss the matter with myself, please contact [normally the line manager’s manager] Full Name on Contact number.

As a valued member of staff, your health and wellbeing is important to us and we look forward to having you back.

For your information, please find enclosed a copy of the Absence Procedure.

**Maintaining contact**

I have been unable to contact you recently during your absence and I wish to continue offering you my support for your wellbeing, early recovery and return to work. I have tried to contact you on you should include information regarding your contact attempts.

I would like to arrange a Wellbeing Support Meeting with you to see how you are feeling and to discuss any ways in which I can be of support.

I look forward to hearing from you as your health and wellbeing is important to us.

For your information, please find enclosed a copy of the Absence Procedure.

Yours sincerely,

Full Name

Position

Contact number