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

Note: this meeting could be arranged over the phone with a letter to confirm the arrangements. The meeting should normally be arranged within 2 to 3 weeks of the absence starting.

**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**

Further to my ***(letter / phone call)*** of ***(date)***, I am sorry to hear that you are still unwell.

As discussed I would like to meet with you informally to see how you are feeling and to discuss any ways in which I can be of support.

May I suggest we meet at ***(time / date / venue***). If this time or date is inconvenient for you, or you would prefer me to visit you at home or some other suitable venue, please let me know.

For your information please find enclosed a copy of the Cumbria Fire And Rescue Service Absence Management procedure.

Please could you confirm your attendance to ***(name***) on ***(telephone).***

I look forward to seeing you on ***(date).*** I will be accompanied by ***XXXX (recommended for home visits)***

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.

This is an informal meeting, however should you wish to be accompanied by a trade union representative or work colleague please let me know.

Yours sincerely

(Signature)

Name Surname

Job title