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

**XXX@cumbriafire.gov.uk**

Date (use format 22nd November 2024)

**Private and Confidential**

Name/address

**CHANGE ALL COLOURED TEXT TO BLACK BEFORE SENDING**

Dear (name)

**Absence Management Wellbeing Support Meeting**

Further to our last meeting on (date) regarding your current period of absence/following your last period of absence, I am sorry to hear that you are still unwell (delete if short term absence and change to black font). I would like to meet with you for a wellbeing support meeting 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) so we can discuss your absence/attendance record. 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.

Wellbeing support meetings are held with employees who incur 3 separate absences or the absence(s) have lasted for a total of 8 calendar days or more in any rolling 12 month period, where there is a pattern or trend emerging, or there is a cause for concern in regard to their health or affecting their ability to do their job.

Your absence record shows that you have been absent on the following occasions:

|  |  |  |
| --- | --- | --- |
| From | To | Reason for absence |
|  |  |  |
|  |  |  |

I am enclosing for your attention a copy of the Absence and Wellbeing Procedure which outlines the process to be followed.

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)

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

Should you wish to access Cumbria Fire & Rescue Service’s counselling service, which is an independent and confidential service, please contact me and I will make arrangements.

If you require a copy of this document in different formats such as large print, Braille, audio or in a different language, please let me know so I can arrange this for you.

If you require any reasonable adjustments in order to attend and take part in the meeting, please let me know.

If you wish to access additional support you can find details of national helplines and websites on SharePoint at [Home (sharepoint.com)](https://cumbria.sharepoint.com/sites/Fire-HumanResources) or on the CFRS website at [Homepage | Cumbria Fire & Rescue Service](https://www.cumbriafire.gov.uk/)

I would be grateful if you could confirm receipt of this letter and your attendance at the meeting with me.

Yours sincerely

ELECTRONIC SIGNATURE

(name)

Title