|  |  |  |  |
| --- | --- | --- | --- |
| Our Ref:  Your Ref:  Contact:  Tel:  E-mail:  Date: |  |  | |
|  | |  | Service Name Only  Senders Name  Senders Job Title  Service Area  Address Line 1  Address Line 2  Town & Postcode  www.northlanarkshire.gov.uk |

Dear

**Review meeting**

I refer to the review meeting which took place on --/--/--. You were accompanied at the meeting by …………. In accordance with section 5.3 of the Council’s Managing

Attendance Policy the meeting was held to discuss (delete as appropriate)

3 periods of sickness absence

8 days or more cumulative absence

2 weeks continuous absence

We discussed your absences to date and agreed the way forward (insert details where appropriate). You were told that formal action would not be taken and we agreed the improvement now required in your attendance. You were also informed that a failure to improve your attendance would lead to formal action which could ultimately lead to your termination of employment.

or

We discussed your absences to date and you were informed that this would now move to the formal stage of the Managing Attendance Policy. Subsequently, I have arranged a discipline meeting for

You have the right to be accompanied at this meeting by a colleague or your trade union representative and this is for you to arrange personally. A Human Resources representative will also be in attendance.

Please confirm your attendance at the meeting by contacting me on

Yours sincerely,

**<Manager Name>**

**<Designation>**