|  |  |  |  |
| --- | --- | --- | --- |
| 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

**Capability meeting - level 1**

Following your recent appointment at the occupational health service I would like to invite you to a capability meeting on (insert date) in my office

At the meeting we will discuss the following: (delete/amend as appropriate)

• the report from occupational health,

• your absence record,

• the likelihood of your return to work to your post,

• any measures that can be put in place to assist your return to work, and,

• any other issue you may wish to raise in regard to your absence.

You have the right to be accompanied at the meeting by a colleague or your trade union representative and this is for you to arrange personally.

Please confirm your attendance at the meeting by contacting ……………….

Yours sincerely,

**<Manager Name>**

**<Designation>**