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| --- | --- | --- |
| Our Ref:Your Ref:Contact:Tel:E-mail:Date: | InitialEmployee NumberName01698  |  |
| **Private and Confidential**«JointName»«Address1»«TenancyCorrAddress2»«TenancyCorrAddress3»«TenancyCorrAddress4»«TenancyCorrAddress5»«TenancyCorrAddress6» |  | **Service Details**NameJob TitleJob Title Second LineAddress Line 1Address Line 2Address Line 2[**www.northlanarkshire.gov.uk**](http://www.northlanarkshire.gov.uk/) |
| Dear «JointTitle» «JointSurname» |

**ATTENDANCE SUPPORT MEETING INVITE**

I refer to our recent discussions in relation to your most recent/current absence(s) and request that you attend an Attendance Support Meeting in line with the Supporting Attendance Policy and Procedure. The details of the meeting are listed below.

**Location : <<INSERT LOCATION DETAILS>>**

**Date : <<INSERT DATE>>**

**Time : <<INSERT TIME>>**

***Delete as appropriate*** Teams Call - An invite will be sent to your calendar with a link to join the meeting at the allocated time/ Conference Call - Please make yourself available at the allocated time as you will be called on the personal number you have provided.

Please note that recording of this meeting is strictly prohibited unless by mutual consent of both parties. Any covert recording of this meeting will not be considered as part of any future Council proceedings.

The purpose of this meeting is to discuss your absence record/ possible adjustments/OH referral/OH report [**delete/add as appropriate]**. This meeting is intended to ensure that the facts relating to your occasions of absence are clearly understood and that you receive appropriate management interventions, including support to improve your attendance levels where appropriate. The meeting will outline any further action that may be taken.

It is important that you make yourself available to attend this meeting. However, should you be unavailable at this date and/or time, or you require further information/support please contact me on xx to discuss further.

Yours sincerely,

<<LINE MANAGER NAME>>

<<JOB TITLE>>