[*Date*]

[*State how delivered: e.g.* By hand OR By 1st Class and Registered Post]

PRIVATE & CONFIDENTIAL

[*Name/address*]

Dear [*Name*]

I hope this letter finds you feeling a little better.

In light of your continuing absence from work and indication to us that you feel it is [due to work-related stress], I would like to invite you to attend a meeting in order to discuss your situation in more detail and to consider whether there are any ways in which we can assist you during this difficult time, such as exploring any adjustments that could be made to your work to enable you to return sooner. [I would also like to do a stress risk assessment with you].

[In addition, I have now received a medical report from [your doctor / the occupational health practitioner] and would like to discuss the contents with you. I enclose a copy of that report for your information **OR** in addition, I think it would be useful to refer you to Occupational Health and enclose the appropriate consent form and documentation which I would like you to bring to the meeting.]

I have therefore scheduled a meeting for [*day/date*] at [*time*] [*where*].

You may bring someone with you for support [*insert whether friend, family member, trade union rep or colleague*].

If you have any difficulties with the above date or with coming to [*where*], please do not hesitate to contact me so that we can try and make alternative arrangements.

[In the meantime, you can access support through [*insert details of your EAP or other support package*.]]

I look forward to seeing you.

Yours sincerely