

DISTRICT COUNCIL  
North Oxfordshire

Bodicote House  
Bodicote • Banbury  
Oxfordshire • OX15 4AA  
Telephone 01295 252535  
Textphone 01295 221572  
DX 24224 (Banbury)  
<http://www.cherwell-dc.gov.uk>

---

Please ask for  
Direct Dial

Fax

Our ref

Email @[cherwell-dc.gov.uk](mailto:cherwell-dc.gov.uk)

Your ref

---

Date

Dear

**Sickness Absence: First/Second/Final Formal Discussion**

In accordance with the Council's Sickness Absence Procedure and following your recent period of sickness absence, I am writing to advise you that you are required to attend a **(First/Second/Final)** Formal Discussion. This meeting will take place on **(date/time)** in **(location/room)** with **(name/s)** to discuss your sickness absence record.

The purpose of the meeting is to **(Amend according to formal stage – for example, discuss your sickness absence record and the reasons for the absence and to agree a course of action that will help you to improve your attendance record)** Attached is a copy of the Council's Formal Sickness Absence Discussion Form for your information.

You are entitled to be accompanied to this meeting by a Trade Union representative or colleague of your choice (not acting in a legal capacity) for which you will need to make suitable arrangements.

If you have any queries regarding this please do not hesitate to contact me.

Yours sincerely

**(Line Manager/ Head of Service)**

Encs

cc: Human Resources