**1. Invite to Welfare Meeting (Sickness Absence)**

This letter is informal and supportive, designed to check in with an employee who has been off sick for a period of time.

**[Church/Organisation Name]**  
[Address]  
[Date]

**Private and Confidential**  
[Employee Name]  
[Employee Address]

Dear [Employee Name],

**Re: Welfare Meeting Invitation**

We understand you have been absent from work due to ill health since [date], and we want to ensure you are receiving the support you need.

We would like to invite you to a **welfare meeting** to discuss your current health situation, any support we can offer, and how we can help you with a potential return to work. This meeting is informal and intended to be supportive.

**Meeting Details:**  
Date: [insert date]  
Time: [insert time]  
Location: [insert location or online link]  
Attendees: [e.g. Line Manager, HR Representative]

If you would like to bring a colleague or union representative with you, you are welcome to do so.

Please let us know if the proposed date and time are suitable, or if you require any adjustments to attend.

We look forward to speaking with you.

Yours sincerely,  
[Your Name]  
[Your Job Title]

**2. Invite to Formal Sickness Absence Review Meeting**

This letter is more formal and used when absence is prolonged or recurring, and a structured review is needed.

**[Church/Organisation Name]**  
[Address]  
[Date]

**Private and Confidential**  
[Employee Name]  
[Employee Address]

Dear [Employee Name],

**Re: Formal Sickness Absence Review Meeting**

We are writing to invite you to a **formal sickness absence review meeting** regarding your ongoing absence from work, which began on [date].

The purpose of this meeting is to:

* Review the reasons and impact of your absence
* Discuss any medical advice or occupational health reports
* Explore reasonable adjustments or phased return options
* Consider next steps in line with our absence management policy

**Meeting Details:**  
Date: [insert date]  
Time: [insert time]  
Location: [insert location or online link]  
Attendees: [e.g. Line Manager, HR Representative]

You may bring a colleague to support you at the meeting.

Please confirm your attendance and let us know if you require any adjustments to participate.

We appreciate your cooperation and look forward to discussing how we can support you.

Yours sincerely,  
[Your Name]  
[Your Job Title]