[DATE]

Private & Confidential

[NAME]

[ADDRESS]

Dear [NAME]

Further to the Sickness Absence Meeting held on [DATE], I am pleased to confirm that you have achieved the target set of [insert target] during the [insert duration] review period. Therefore, the matter will not be progressed any further at this stage and you will return to the usual monitoring standards, as detailed in the School’s Sickness Procedure.

Please note that this letter will be kept on your personnel file for 12 months. If your attendance is sustained during that period, then it will be removed and securely destroyed and any further concerns will be dealt with informally. If you are unable to sustain acceptable levels of attendance, then [insert stage of re-entering] of the procedure will be invoked unless there are exceptional circumstances.

[I would like to thank you for achieving the target set and for your continued efforts, which are much appreciated. OR I am pleased that your phased return to work has been successful, and you have now resumed full duties.]

If there are any concerns you wish to discuss, please do not hesitate to contact me.

Yours sincerely

[NAME]

[JOB TITLE/POSITION]

For and on behalf of [School/Trust]