Completion of Program Template

[EMPLOYER]

Sample

PERSONAL & CONFIDENTIAL

DATE

NAME

POSITION

DEPARTMENT

Dear Employee:

**RE: ABSENTEEISM SUPPORT AND ASSISTANCE**

This will confirm our meeting of [date] which was held to discuss your absenteeism. In attendance at this meeting, in addition to myself, was/were [name(s)]. The purpose of this meeting was to review whether there has been success in maintaining a satisfactory level of absenteeism since our last meeting of [insert date]. This meeting and letter, together with the discussion about your absences is not disciplinary and does not constitute or create a disciplinary record.

I am pleased to note that your absenteeism has been maintained at a satisfactory level. In light of your demonstrated ability and commitment to maintain an acceptable level of absenteeism over an extended period, I am very pleased to advise that you will no longer be required to participate in the Individualized Absenteeism Management Program. Please continue to access your manager, human resources and/or union for continued support, as required, in the future.

We applaud your hard work and efforts to achieve this result. Congratulations and thank you for being a valuable member of our staff.

Sincerely,

cc: HRC

Employee file

MGEU