

TO BE ISSUED ON THE COMPANY LETTERHEAD

DATE:

NAME OF EMPLOYEE:

**Notice to Attend a Consultation: Ill-Health / Injury**

Dear .....

Management is concerned about the impact of your ill-health/injury on your ability to perform the functions related to your position.

We accordingly wish to meet with you to discuss this and to determine a way forward.

You may bring a fellow employee to assist and/or represent you at the consultation.

**Details of the Consultation:**

Venue:

Date:

Time:

**Management representative:**

Signed: \_\_\_\_\_

Title:

**Kindly confirm that you have received this notice by signing below:**

I, the undersigned \_\_\_\_\_ (employee's name and surname),  
acknowledge receipt of this notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and time

\_\_\_\_\_  
Place