Dear <insert name>

Thank you very much for letting me know that you will be returning to work on <insert date>. I am really pleased to hear that you are feeling well enough to come in and look forward to seeing you.

In order to effectively plan your return-to-work, I would like to have a discussion about how to best to do this at <insert time> on <insert date>. In case it helps you to prepare, the discussion will cover:

* whether any adjustments need to be made to help you return to work,
* your abilities and capacity to carry out your work
* workplace problems and what can be done to address these
* how your symptoms and treatment impact on your work and how we can reduce this impact
* policies regarding sick days, time off etc.
* changes that have occurred during your absence
* the effect of any adjustments on pay and other entitlements
* when it would be appropriate to contact a doctor or family member if you become unwell at work

Obviously, there may be some other things you would like to discuss. Please let us know on the day.

<insert name as necessary> will also be at the meeting. Please let me know if there is anyone else you would like to be there.

Regards,

<insert name>