

Aisha Karim

Date: 14 July 2026
Our Reference: FAS/55F40CA9
Document Type: Letter

Dear Aisha,

I am writing to summarise the outcome of the recent review meeting held on 20 March 2025 regarding your frequent short-notice absences.

The purpose of this letter is to provide clarity on the discussions held, the current assessment of your attendance, and the agreed next steps.

At the review meeting we discussed the pattern of absences since February 2025, focusing on short-notice notifications and the operational impact these have had, particularly concerning project delivery timelines.

The conversation included an evaluation of the supportive measures previously put in place to assist with your childcare challenges.

You reported some partial improvement, though ongoing unpredictability around childcare arrangements remains affecting your attendance.

Your manager expressed the need to monitor attendance formally for a further four-week period to assess progress and any ongoing impact on the team and projects.

After careful consideration of the information shared and the current circumstances, we have agreed to continue with a period of formal monitoring for a further four weeks.

This is to allow space for the supportive measures to have effect and to provide clarity on whether further adjustments may be required.

The decision reflects a balanced approach, recognising the challenges you face while maintaining the operational needs of the business.

The formal attendance monitoring period will continue until the next review meeting scheduled for 17 April 2025.

During this time, we encourage you to maintain open communication regarding any anticipated or unanticipated



LETTER DETAILS

Employee
Aisha Karim

Role
HR Business Partner

Case type
Manage Frequent Absence

Reference
HRA-55F40CA9



KEY DATES

Completed
14 July 2026

First review
20 March 2025

absences, and to engage with your line manager or HR should you require additional support.

Ahead of the follow-up meeting, please review this summary and if you believe any relevant facts or matters have been omitted or misrepresented, do let us know promptly.

Your proactive approach and cooperation with this process are appreciated as we work together to support your presence at work and manage operational requirements effectively.

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer