

Priya Kapoor

Date: 14 July 2026
Our Reference: LTSS/2C199C15
Document Type: Letter

Dear Priya,

This letter summarises the long-term sickness review held on 2 April 2025 concerning your current health and work situation. Our aim is to ensure appropriate support and clarity on next steps during your absence.

During the review, we considered the recommendations provided by Occupational Health alongside the latest medical certification you have supplied.

We also discussed your outstanding work commitments, particularly the month-end tasks in your role as Finance Analyst.

Potential options for phased return were explored, including a gradual resumption at 60% of your usual working hours with adjusted screen-time and meeting involvement to accommodate your current needs.

Temporary arrangements for covering your responsibilities were also reviewed.

We reminded ourselves of the importance of maintaining open communication around your health and any adjustments required.

Evidence Log

Evidence Item	Source	Date	Relevance	Reviewed By
long-term-abs	Synthetic Sample Reviewer	14 July 2026	Synthetic fixture evidence for sample generation.	Synthetic Sample Reviewer

The decision following this review is to continue with our current support plan while you focus on recovery.

We have agreed to maintain the current absence status and review progress again at the next scheduled follow-up, to ensure any changes in your circumstances are promptly addressed.



LETTER DETAILS

Employee

Priya Kapoor

Role

Finance Analyst

Case type

Manage Long-Term Sickness

Reference

HRA-2C199C15



KEY DATES

Completed

14 July 2026

First review

02 April 2025



SUPPORT NOTE

Keep the record factual, avoid unnecessary medical detail and review any support or workplace adjustment actions with the employee.

No changes to your medical certification or work adjustments were put in place at this time, but we remain open to revisiting these as more information becomes available.

Our next formal review is arranged for 30 April 2025, where we will assess your progress and any updated advice or medical evidence.

In the meantime, please continue to keep us informed of any developments related to your health or your ability to work.

If you feel able to propose any adjustments or phased return options before then, do let us know so we can consider them appropriately.

We recommend reviewing the relevant evidence and sick leave records to ensure all information is up to date prior to that meeting.

[Employer Representative]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer