

Ethan Cole

Date: 14 July 2026
Our Reference: SASL/D075D249
Document Type: Letter

Dear Ethan,

We hope this letter finds you well. We are writing to summarise the current situation regarding your absence and outline the arrangements in place to support you during this time.

Your sickness absence commenced on 10 March 2026 due to severe back pain, for which you are awaiting specialist review. We understand you are exploring physiotherapy and prefer fortnightly check-ins as part of your contact plan.

You currently remain absent, with an expected return date provisionally set for 21 April 2026, pending receipt of your fit note, which remains outstanding at this time.

Your role as Finance Business Partner within the London head office finance team involves frequent liaison with client sites, meaning your absence has led to several operational challenges.

Management has observed missed deadlines and the need to reallocate tasks to other team members. Concerns have been noted regarding the audit timetable and continuity of audit liaison during your absence. Regular informal wellbeing check-ins have been maintained by your line manager, Sofia Grant, who is acting operational lead for your case with HR support.

Evidence Log

Evidence Item	Source	Date	Relevance	Reviewed By
fit-note-synthe	Synthetic Sample Reviewer	14 July 2026	Synthetic fixture evidence for sample generation.	Synthetic Sample Reviewer

In line with our Company Sickness and Absence Guide (foundational version 2025), we are committed to supporting your recovery and facilitating a smooth return to work.



LETTER DETAILS

Employee
Ethan Cole

Role
Finance Business Partner

Case type
Sickness Absence Case

Reference
HRA-D075D249



KEY DATES

Completed
14 July 2026

Owner
Sofia Grant (acting operational owner); HR support by internal lead



SUPPORT NOTE

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

To that end, we have agreed the following arrangements:

- A structured contact plan involving fortnightly check-ins via email, with the option for a call should your condition worsen or should you wish to discuss any concerns.
- Temporary adjustments to your duties, including reduced working hours initially, remote administrative work on Fridays only, and a temporary suspension of client site travel.
- Provisionally, a phased return to work is planned with 50% workload for the first two weeks, subject to review following occupational health input and medical recommendations.
- Task redistribution among team members to manage current operational demands, particularly in relation to month-end forecasting and audit liaison.

Please note the following next actions and timelines:

- We kindly ask you to provide your fit note by 21 July 2026 to ensure appropriate evidence for your continued absence and planning.
- A return-to-work meeting will be scheduled upon your return to discuss your health, workload, and any further support you may require.
- Sofia Grant will continue to coordinate closely with HR and the finance partners to monitor the operational impact and your wellbeing.
- Your next formal case review is scheduled for 14 April 2026, at which point we will assess your progress and any updates to the arrangements.
- Should you need additional support or adjustments in the meantime, please contact Sofia or the HR team without hesitation.

Sofia Grant

Acting Operational Owner, HRHeaven QA Sample Employer

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer