Ashford Business Services Ltd

Return to Work Interview Form

Complete after any sickness absence. A supportive conversation, not a disciplinary meeting.

Employee details

Name	Sarah Mitchell
Department	Operations
Interview date	9 November 2026
Conducted by	James Patel

Absence details

First day absent	9 November 2026
Last day absent	9 November 2026
Total days	001
Reason given	Reason as agreed at the meeting.

Discussion

1. Are you fully fit to return to your normal duties? Yes / No - details: The employee returned on a phased schedule of reduced hours for two weeks.
2. Do you need any temporary adjustments? Details or n/a as agreed at the meeting.
3. Is there anything at work contributing to absence we should address? Details or n/a as agreed at the meeting.
4. Doctor's note received? Yes

Agreed actions

JOB-1042

Absence record updated: Yes

Sign-off

Employee name	Employee signature	Date

Ashford Business Services Ltd

Sign-off

Manager name	Manager signature	Date