Return to Work Interview

Short manager-led conversation after any absence: reason, wellbeing, support needed and any adjustments agreed.

Employee name *	
Manager *	
Date of interview *	_____ / _____ / _____
First day of absence *	_____ / _____ / _____
Return date *	_____ / _____ / _____
Paperwork received *	☐ Self-certification ☐ Fit note ☐ None needed
Reason for absence (in the employee's words)	
Is the employee fit to return to full duties? *	☐ Yes ☐ Yes, with adjustments ☐ No
Adjustments or support agreed	
Was the absence work-related? *	☐ Yes ☐ No
Updates given on what happened while away	
Follow-up date	_____ / _____ / _____
Employee signature *	
Manager signature *	

* Required