**Private & Confidential**

*Insert Employee Name*

*Insert Employee Address*

Dear *Employee Name*

**Occupational Health Assessment – Valentine Occupational Health**

I have spoken with a Company called Valentine Occupational Health who provide specialist support and advice with regards to health issues in relation to work.

With your consent, Valentine Occupational Health will arrange an independent Occupational Health appointment with you to carry out a health assessment telephonically, Video or face to face.

They have informed me they will contact you directly to arrange an appointment.

To start the process of setting up an assessment, I will be completing and submitting off to Valentine Occupational Health an electronic form entitled *‘Management Referral for Occupational Health Assessment & Report’*. This explains our request in referring you to Occupational Health.

I have enclosed to you the contents of this so the process is completely transparent, and you can understand the reasons why we have asked them to carry out a health assessment with you.

At the bottom of this letter there is a space for you to sign and date.

By signing this, you are providing Valentine Occupational Health your permission for them to contact you to arrange an appointment and confirming to *Employer/Company Name* that you are happy to proceed with the appointment.

Valentine Occupational Health have also given me a document called *‘An Employee Guide to Occupational Health Assessments’* which explains what Occupational Health is and gives you further information about the Occupational health assessment. I have enclosed a copy with this letter for your perusal.

If you agree to allow Valentine Occupational Health to contact you to arrange a time and date for a health assessment, please could you sign and date in the space below and then return this letter to me at:

*Employer/Company Name*

*Referring Contact/HR Name*

*Employer/Company Address*

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

I have enclosed two copies of this letter so you can keep one copy for your records.

If you have any questions, please do not hesitate to contact me either on *Contact Number* or at *Email Address*.

Yours sincerely

*Referring/HR Contact Details*