

Non-Participation Email Template

Subject Line: EDMP – Non Participation – **[EE’s Last Name, First Name]**, **[EE#]**, **[Union]**, **[Job]**, **[Location]**

To: **[Manager]**

CC: **[Advisor]** DMP; **[Steward]** EDMP Steward; **[Advisor]** Human Resources

Hello **[Manager & Human Resources Advisor]**,

Please be advised that this employee was referred to the Enhanced Disability Management Program (EDMP) on **[Date]**. Several contact attempts were made **[insert dates]** and **[EE Name]** was further referred to **[EDMP Steward]** to assist in engagement with EDMP on **[Date]**.

To date we have not received a response from this employee and as such we will be closing this file due to non-participation. **[Insert employee name]** was sent a letter on **[date]** outlining information about EDMP and an authorization form to participate. It was noted in this letter that failure to participate in EDMP would result in a referral to Human Resources to further investigate the absence.

Please consider this e-mail your notification of employee non-participation. At this time we recommend that you contact your HR representative directly to determine next steps. If the employee chooses to participate in EDMP at a later date please contact me directly to discuss.

If you have any questions or concerns, please contact me at **[contact info]**.

Sincerely,

[DMP]
[DMP Contact]