

Non-Participation Email Template

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

To: **[Manager]**

CC: **[Advisor]** DMP; **[Union Rep]** EDMP Union Representative; **[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 Union Representative]** 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]
[Contact Information]