Line managers are asked to send the following template message to staff who are on medium to long term absence from UCL. The message can be sent via the channel you know your member of staff will read, such as text, WhatsApp, or personal email.

**Dear xx**

**UCL has asked all line managers to inform any staff members who are on medium to long term absence of two items. Firstly, an announcement that went out to all staff:** [**https://uclnews.org.uk/UAA-81TC7-1309D3E84FC9DC72V6EGKQ14B9010FB7C5A6A0/cr.aspx**](https://uclnews.org.uk/UAA-81TC7-1309D3E84FC9DC72V6EGKQ14B9010FB7C5A6A0/cr.aspx) **and secondly, that a Voluntary Resignation Scheme has been launched.  Details of the scheme can be found here:** [**https://www.ucl.ac.uk/human-resources/voluntary-resignation-scheme**](https://www.ucl.ac.uk/human-resources/voluntary-resignation-scheme)

**Please let me know if you have any questions.**