**UNAUTHORISED ABSENCE**

##### Letter – Writing to the Individual

**This letter should be used to contact an employee who is absent without authorisation. If the employee does NOT contact the Company, the further letters should be used. If the employee does make contact and returns to work, it may still be appropriate to hold a disciplinary meeting and you should take further advice on this matter.**

#### CONFIDENTIAL

**[Insert employee’s name]**

##### [Insert employee’s address]

##### [Insert employee’s address]

##### [Insert employee’s address]

**[Date]**

Dear **[Insert employee’s name]**

I am writing concerning your current period of absence from the Company.

According to our records you have not attended work since **[Insert day/date]** and you have not contacted the Company to advise of the reasons for your absence. Your absence is therefore considered to be unauthorised.

**[We have tried to contact you by telephone and have left messages, but have still not heard from you – [Insert any other attempts to contact].**

I must advise you that unauthorised absence is considered to be a serious matter and could amount to gross misconduct.

I must now ask you to contact the Company as a matter of urgency in order to explain your reason for this absence and when you will be returning to work. If you have decided not to return to work, I must ask you to confirm this to us in writing **[and return any equipment belongings to the company – specify as appropriate.]**

I must ask you to contact me immediately and within the next five working days.

Yours sincerely

**[Insert Name]**

**[Insert Position]**