DATE

**Private and Confidential**

Name

Address

Address

Address

Dear NAME,

**Unauthorised absence – after the deadline**

Further to my letter dated (date) asking you to contact me by (date and time) as a matter of urgency, this deadline has now passed, and I am concerned for your wellbeing due to the fact that no contact has been made with the Department since DATE.

I attempted to contact you on

*Add list of attempted contacts including dates, times, methods of communications, voicemails left, next of kin etc.*

*Add any details regarding this including and conversations undertaken.*

As previously advised, with effect from (DATE) your absence is being recorded as unauthorised unpaid leave as we have not received appropriate medical certification or an acceptable reason for your absence.

Therefore, it is required that you make contact with myself via TELEPHONE NUMBER when you receive this letter. Continued failure tomake contact or provide appropriate medical certification will result in the consideration of disciplinary action in accordance with the Trust’s Disciplinary Policy (copy enclosed).

Yours sincerely,

**NAME**

**JOB TITLE**

cc. personal file

enc. Trust’s Attendance Management Policy