DATE

**Private and Confidential**

Name

Address

Address

Address

Dear NAME,

**Unauthorised absence – day two**

Following a number of attempts to contact you, I am now concerned for your wellbeing due to the fact that no contact has been made with the Department since DATE. I attempted to contact you as follows:

*Add list of attempted contact on Day 1*

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

I have also attempted to make further contact with you again today as detailed below:

*Add list of attempted contact on Day 2*

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

In accordance with the Trust’s Attendance Management Policy, you are required to stay in regular contact whilst you are absent from work and to notify the Trust of any changes regarding your absence, including medical certificates, anticipated length of absence and possible return to work dates.

It is important that you comply with the Attendance Management Policy as failure to do so may result in forfeiting your eligibility to Occupational and/or Statutory Sick Pay. To date, no satisfactory reason for your unauthorised absence from work has been received and because of this, the payroll department has been notified of your continued unauthorised absence from work from DATE and your pay has now been withheld.

Therefore, it is important that you make contact with myself via TELEPHONE NUMBER by no later than **DATE (WHICH IS 3 DAYS AFTER THE DATE OF THIS LETTER)** to discuss your current situation and any potential support that may be put in place for you.It is possible that the Trust may be able to offer you support to assist you in returning to work, and I would like to explore those options with you.

Further support is also available to you via the Occupational Health department via [www.bfwh.nhs.uk/oneHR](http://www.bfwh.nhs.uk/oneHR). Alternatively you can contact the Employee Assistance Programme, which is a free 24 hour personal support service for employees.  The telephone number **03303 800658** or<https://vivupbenefits.co.uk/>.

I have enclosed a copy of the Trust’s Attendance Management policy, for your information.

Yours sincerely,

**NAME**

**JOB TITLE**

cc. personal file

enc. Trust’s Attendance Management Policy