

[Print on Employer's Letterhead] [Print Name and Address]

<<Employee's Name>>  
<<Employee's Address>>  
<<Post Code>>

<<Date>>

Dear <<Name>>,

absence

I am writing to you in respect of your absence from work. On <<date>>, you did not report for work and have not reported back since that date. In addition, we have not received from you any explanation for your non-attendance. <<Name>> telephoned you on <<date>>[but the telephone number was not correct] and left a message for you, but you have not returned the call].

In failing to report for work without permission, your conduct suggests that you intend to, or have, resigned from the Company. If this is not the case and you are proposing to return to work, please contact <<Name>> urgently and by no later than <<state date and time>> (2 hours for response>>. You will be asked to provide the reason for your absence and explain why you have not contacted us. You should be aware that your failure to report for work without permission is a serious disciplinary matter which could result in action being taken against you in accordance with the Company's disciplinary procedure.

If you have resigned, you must submit a written letter of resignation as soon as possible.

Please note that you will not be paid for any unauthorised absence.

If we do not hear from you within the time specified, we shall assume that you have resigned from your employment with the Company.

Yours sincerely,

<<Name & Title>>  
For and on behalf of <<Company Name>>