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

<<Date>>

Dear <<Employee's Name>>,

**Failure to return from annual leave**

According to our records, you were expected to return to work on <<insert date>>. However, you did not return to work on <<insert date>> and we have received no communication from you.

on <<insert date>>. and we have received no

We have made repeated attempts to contact you using the <<insert method of communication>> but have been unsuccessful. As you did not return to work on the expected date and you have not provided the reason for your absence, this absence is unauthorised and is a breach of your contract.

on <<insert dates, times and method of communication>> but have been unsuccessful. As you did not return to work on the expected date and you have not provided the reason for your absence,

You are required to contact the HR Manager by <<insert date>> at the latest. If the reason for your absence is unsatisfactory, you may be subject to disciplinary action. You should be aware that unauthorised absence is potentially a gross misconduct matter and could result in your dismissal.

e HR Manager>> by <<insert date>>. If the reason for your absence is unsatisfactory, you may be subject to disciplinary action. You should be aware that unauthorised absence is potentially a gross misconduct matter and could result in your dismissal.

I look forward to hearing from you.

Yours sincerely

<<Name>>  
<<Title>>

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