**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

***[Letterhead Details]***

***STRICTLY*** ***PRIVATE AND CONFIDENTIAL***

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]

[Date]

Dear [Employee Title, Employee Surname],

**Re: Unauthorised absence – Invite to investigation**

Further to my letter dated ***[date]*** I am writing to advise you that I have still had no contact from you regarding your continued unauthorised absence from work.

***[Insert log of attempted contact by each method]***

Therefore you are invited to attend an investigation meeting on ***[date]*** at ***[time]*** in ***[room details and location].*** I will be conducting this investigation \*delete as appropriate \****[name, job title].***

You have the right to be accompanied by an NHSBT employee or a representative of a Trade Union they belong to.

Should you fail to attend this meeting, you will be notified of the outcome of the investigation in writing.

All details of this process under the Attendance policy should remain confidential and discussed only between those parties directly involved in the process, which could include family members, health professionals including EAP and your trade union representative.   Contents of correspondence and case details should not be disclosed to other parties. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

Yours sincerely,

[Name]

[Job Title]

[cc:] HR Direct ***(remember to send this to them)***

[Encl.]