**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 – Request to contact**

I am writing to you as I am concerned that you did not attend work yesterday ***[insert date]*** or contact me to explain your absence.

I have tried to make contact with you yesterday, and again today, however, I have not spoken with you and have not had a response to my ***[insert contact methods].***

***[insert details of any contact made through other colleagues and to emergency contacts].***

Therefore please contact me as a matter of urgency on ***[insert number]*** within 3 calendar days of receipt of this letter ***(NOTE: ensure you are available on this number if not, provide the name and number of an appropriate person to contact)*** to explain your absence and advise me when you will be returning to work.

In addition, I have today, instructed payroll to stop your pay from the start of your working day yesterday ***[or insert date if different].*** Should you fail to contact me, I will follow the process set out in the Attendance Policy (enclosed).

I also wanted to remind you of our Employee Assistance Programme. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24 hour telephone line on **0800 783 2808**.  Alternatively if you just wanted to find out more about it you can visit their website [www.employeecare.com](http://www.employeecare.com), the ‘access code’ and ‘password’ are both 72992.

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 letter to HR Direct)***

[Encl.] Pages 8-10 Attendance Policy