**NAME**

**ADDRESS**

**DATE**

Dear **NAME**,

I am writing to you today as you have been absent from work since **DATE**. To date the company have not yet received a Medical Certificate in support of this absence.

In this time, you have also failed to maintain the required contact with the company.

I would like to remind you that in line with Company’s Absence Policy you are required to maintain regular contact with the Company.

You are also required to submit medical certification to cover your entire period of absence.

As such, I must request you to submit medical certificates to cover your entire period of absence by **DATE (+2 Days).**

Medical Certificates can be forwarded to **NAME / EMAIL or POSTAL ADDRESS**.

In the event that you fail to provide the relevant certificates by this date your absence will then be recorded as being unauthorised.

Please be advised that Unauthorised Absence may be reviewed through a Disciplinary Review in line with the company Disciplinary Policy.

In the meantime, if you have any questions you may contact me on **EMAIL / PHONE**.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME**

**JOB TITLE**