**NAME**

**ADDRESS**

**DATE**

Dear **NAME**,

I am writing to you with regards to my previous letter dated **DATE** which I have enclosed a copy of for your consideration.

As you have not issued any response to this letter and have failed to produce the requested medical certification I am writing to advise you that you are currently recorded as being on Unauthorised Absence.

As such I am notifying you that you are required to attend a Disciplinary Meeting on **DATE** at **TIME and PLACE** to address your current period of Unauthorised Absence.

This meeting will be conducted by **NAME** and a note taker will be present.

You are entitled, should you wish to be accompanied to this hearing by a fellow work colleague / union representative in line with the Company Disciplinary Policy.

**<<<PLEASE REFER TO INTERNAL DISCIPLINARY POLICY TO DETERMINE WHO CAN ACCOMPANY THE EMPLOYEE>>>**

At this meeting your ongoing absence from **START DATE** to present day will be reviewed and you will be required to provide justification for your failure to follow the company’s absence process.

Please find enclosed a copy of the Company Handbook / Disciplinary & Absence Policies.

**(DELETE AS APPROPRIATE)**

Please be advised that the allegation against you is a serious one and may be considered an act of Gross Misconduct. If this is the case Disciplinary sanction may be issued against you, up to and including Dismissal.

If for any reason you are unable to attend this hearing please contact me on (**NUMBER**).

Yours Sincerely

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

**NAME**

**JOB TITLE**