**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.

This letter was a notification of your requirement to attend a Disciplinary Hearing on **DATE** but you failed to attend as required.

As such I am notifying you that you are required to attend a rescheduled 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.

Failure to attend the rescheduled disciplinary hearing will result in the hearing being held in your absence and the outcome communicated to you in writing.

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**