**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 failure to contact the office by close of business on DATE (5 days from submitting letter via registered post) and we will assume that you are terminating your employment with COMPANY.

If this is not your intention, please contact me on (**NUMBER**).

Please be advised, as per our letter to you dated **DATE** that Unauthorised Absence may be reviewed through a Disciplinary Review in line with the company Disciplinary Policy.

Yours Sincerely

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

**NAME**

**JOB TITLE**