**FIRST LETTER TO EMPLOYEE ON UNAUTHORISED ABSENCE**

Dear [NAME]

**Unauthorised Absence**

You have been absent from work since [DATE] and to date we have not received any notification from you as to the reason(s) for your absence.

Absence from work without permission and without just cause is regarded as a serious disciplinary matter, which could result in disciplinary action up to and including summary dismissal.

It is therefore vital that you contact me immediately in order to explain your absence and your failure to report your absence. If you do not have a legitimate reason for the above you may face formal disciplinary action if and when you return to work, up to and including summary dismissal.

A failure to make contact immediately upon receipt of this letter will result in the Company calling you to a disciplinary hearing.

Yours sincerely,

[NAME]