**SECOND LETTER TO EMPLOYEE ON UNAUTHORISED ABSENCE**

Dear [NAME]

**Unauthorised absence**

I refer to my letter of [DATE] and note that you remain absent from work and that you have failed to make contact as requested.

You are required to attend a disciplinary hearing at [PLACE] on [DATE] at [TIME]. Unless you are able to provide a reasonable explanation for your unauthorised absence at the hearing, you may be summarily dismissed.

The hearing will be conducted by me and a note taker may also be present.

You are entitled to bring a fellow employee or a trade union representative to the meeting in accordance with our disciplinary procedure. If you do wish to bring a companion, please let me know their name as soon as possible.

Failure to attend the disciplinary hearing without previous explanation or attempt to rearrange the hearing could result in a decision being made in your absence.

If you have any specific needs at the hearing as a result of a disability, or if you have any other questions, please contact me immediately.

Yours sincerely,

[NAME]