(Date)

(Recipient's name)  
(Recipient's address)  
(Recipient's town)  
(Recipient's postcode)

Dear ( )

# Re: Unauthorised Absence

I must express my concern at your failure to comply with the requirements of the Sickness Absence Policy (a copy of which is attached). You will note that you are required to keep in regular contact with your line manager/supervisor, attend your appointments with the Occupational Health Unit and submit the appropriate documentation for all periods of absence. You should be aware that any suspected abuse of the Sickness Procedure may initiate a disciplinary investigation.

Therefore I trust that you will ensure that you respond to this letter immediately by contacting me on (telephone number) to clarify the nature and length of your current period of absence. Furthermore it is essential that you submit the due Medical Certificate within 5 days of receipt of this letter as failure to do so may mean your current period of absence as being regarded as unauthorised.

If you have any queries or wish to discuss this letter further please do not hesitate to contact me.

Yours Sincerely

Managers Name