

LETTER FOR UNAUTHORISED ABSENCE

Unfortunately, businesses do face the problem of employees failing to attend work when expected, and failing to notify their manager/employer in the process.

We have drafted the following letter for an employer to issue to the absent employee on the second day of any unauthorised absence.

NOTE: You are required to remove/amend all red text within this document.

Do not forget to either add your company logo or print on your company letterhead.

Add in the date and last known address of the employee, as you would with any other business letter.

Keep a signed copy of this letter on the employees H.R. file.

Dear **name of employee**,

Re: Unauthorised absence of **date**

According to our records, you failed to report for work on the above mentioned date, and you have not reported for work since that date. We have not received any communication or explanation from you as to your reason for your non-attendance.

On **date at time**, **name** did try to contact you by **telephone/email**, but there was **no answer and no provision to leave a voicemail/no answer - a voicemail was left for you however, but you still have not returned our call. (If numerous attempts to contact the employee have been made, then insert these also).**

In accordance with your contract of employment, all absences must be reported before your due time to start your shift. As you have failed make contact with us and failed to report for work, your absence would imply that you have resigned your position with this Company. If you have resigned, please supply us with a written resignation letter by return.

If this is not your intention and you are hoping to return to work, then we ask you to contact **name** urgently and by no later than **date and time (allowing at least 72 hours for response).**

We will need a full explanation as to why you have failed both to report for work and make contact with us. We require a date that you are expecting to return to work, however we must make you aware of the fact that your unauthorised absence (without good reason) is a

disciplinary offence which could result in disciplinary action being taken against you. All disciplinary action will be taken in accordance with the Company's disciplinary procedure.

Depending on the circumstances, your absence could amount to gross misconduct and may result in your dismissal.

You will not be paid for any day(s) of unauthorised absence.

Yours sincerely,

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Add position within company
Add company name