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|  | Queen's University BelfastBelfast, BT7 1NNNorthern IrelandTel 028 9097 XXXX[<INSERT DATE>].  |

**STRICTLY PRIVATE AND CONFIDENTIAL**

[<Insert Address Line 1>]

[<Insert Address Line 2>]

[<Insert Postcode<]

Dear [<Insert Name>]

I write to you in relation to your current period of absence from [<INSERT DATE>].

From review of our records, I note that you have not provided a medical certificate to cover your absence [<Optional-INSERT RELEVANT DATES>] as is required in accordance with the University Sickness Absence Procedure.

I have tried to contact you via [<INSERT RELEVANT DETAILS Email/telephone>] on [<INSERT DATE>] and [<INSERT DATE>] however to date this has been unsuccessful.

Please be advised that failure to contact me or submit a medical certificate may result in your pay being withheld.

Furthermore, I must advise you that continued absence without certification may be deemed as unauthorised absence which is absence without notification, permission or just cause. Unauthorised absence may be viewed as misconduct in accordance with the Code of Conduct.

You are required to contact me on [<INSERT DETAILS>] or submit a medical certificate to me no later than [<INSERT DATE>].

I look forward to hearing from you.

Yours sincerely

**[<Name>]**

**[<Position>]**

Enc: Sickness Absence Procedure

 Code of Conduct