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| --- | --- |
|  | Queen's University Belfast  Belfast, BT7 1NN  Northern Ireland  Tel 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 failure to attend work from [<INSERT DATE>].

I have tried to contact you by telephone on [<INSERT DATE>] and [<INSERT DATE>] however there was no reply. Furthermore, I have also sent correspondence to you via [<email/post>] on [<INSERT DATE>] and [<INSERT DATE>].

Despite numerous attempts to contact you, unfortunately I have received no contact from you and therefore, I am concerned that you are absent without authorisation.

Please be advised that unauthorised absence without notification, permission or just cause is regarded as a serious matter, which could result in withholding of pay and may be viewed as misconduct in accordance with the Code of Conduct (copy enclosed).

The University wishes to avoid formal action as far as possible, however as you will appreciate you are required to inform your line manager if you are unable to attend work. If there is a legitimate reason why you have not attended work, the University may be able to offer you appropriate support.

Please contact me immediately on receipt of this letter via telephone on [<insert telephone number>] and no later than [<<INSERT DATE which is 3 working days from date on this letter>>] to provide an explanation as to why you have failed to report for work and when you anticipate you will return.

In the event that you fail to contact me by this date, I have no alternative than to presume you are absent without authorisation and will therefore take the necessary steps which may include withholding of pay or investigation using the appropriate disciplinary policy.

I also wish to inform you of the University’s independent professional counselling service provided by Inspire.  They can be contacted on freephone number 0808 800 0016 at any time of the day or night, seven days a week should you wish to contact them.

Yours sincerely

**[<Name>]**

**[<Position>]**

Enc: Sickness Absence Procedure

Code of Conduct