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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>]

**RE: Failure to Provide Medical Certificates**

I write to you in relation to my recent correspondence of [<INSERT DATE>] regarding your failure to provide medical certificates in accordance with the University Sickness Absence Procedure.

I note that you have failed to contact me or to submit a medical certificate by [<INSERT DATE>] despite being reminded of the requirement to do so. Therefore your pay will now be withheld from [<INSERT DATE>]. Payments may be reinstated following the correct reporting of absence and submission of up to date medical certificates.

Please be advised 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.

I have enclosed a copy of the Sickness Absence Procedure and would ask that you adhere to the procedure in future.

Yours sincerely

**[<Name>]**

**[<Position>]**

Enc: Sickness Absence Procedure

 Code of Conduct