INSERT DATE

**STRICTLY PRIVATE AND CONFIDENTIAL**

**ADDRESSEE ONLY**

INSERT NAME

INSERT ADDRESS

Sent by Email to: (If applicable)

Hand delivered on: DATE **\*Letter to be hand delivered by non-patient transport\***

Dear NAME

**Sickness Absence and Attendance at Work Procedure – Unauthorised Absence**

I am writing to you with regard to your current absence from work. You have been absent from work since DATE and I have not received any contact from you to report your absence which is therefore classified as unauthorised.

I have made attempts to contact you by telephone on INSERT DATE/S AND TIME/S and left a message asking you to contact me by return, however have received no response OR I have tried to contact you by telephone on INSERT DATE/S AND TIME/S but was unable to leave you a message.

You are contractually obliged to attend work or report your absence by telephone at your earliest opportunity and at least one hour before your shift is due to start. I strongly encourage you to contact me immediately and by no later than 48 hours upon receipt of this letter (INSERT DATE) on INSERT TELEPHONE NUMBER/MOBILE NUMBER in order to explain your unexpected absence. Failure to do so may result in your pay being stopped and disciplinary action being taken.

Should I not hear from you within 48 hours of receipt of this letter I shall contact your next of kin and complete an AWOL risk assessment out of concern for your welfare.

You are encouraged that if you wish to speak to anyone in confidence or in order to receive counselling during this period the Trust has a Staff Support Service who may be contacted on 0121 371 7170, alternatively you can email [StaffCounselling.Services@uhb.nhs.uk](mailto:StaffCounselling.Services@uhb.nhs.uk) . In addition to this, you can also access the staff wellbeing page from home by typing “*UHB Wellbeing*” into Google search.

Please find enclosed a copy of the Sickness Absence and Attendance at Work Procedure for your records. May I draw your attention particularly to section 2.1 and section 5.

I look forward to hearing from you.

Yours sincerely

**NAME**

**JOB TITLE**

Enc Trust Sickness Absence and Attendance Procedure

Cc. Personal File copy

HR First Contact Team ([FirstContact@uhb.nhs.uk](mailto:FirstContact@uhb.nhs.uk) )