



HR

TRANSFORMATIONS

[Insert date]

PRIVATE AND CONFIDENTIAL

[Name]

[Street address]

[Suburb] [State] [Postcode]

Dear [Name]

Re: Urgent – Unauthorised absence from [Insert Company Name]

We note that you have been absent from work at [Insert Company Name] since [insert date] and to date we have received no advice regarding your absence or explanation as to why you have been absent.

We have attempted to contact you by phone on [insert dates and times] however you have **not answered the phone / not returned our calls following the messages we have left on each occasion [insert which is relevant or current status]**.

Whilst you may have a valid reason for your absence from work, this is without authorisation or explanation by us your employer. By failing to attend work, you are indicating that you no longer wish to continue with your employment contract with us.

We request that you contact us immediately on [insert phone number] to provide us with an explanation as to why you have been absent from work. If we are not provided with an explanation that [Insert Company Name] determines is reasonable by [insert date], we may take further action, including but not limited to disciplinary action.

Please contact me immediately on [insert phone number].

We look forward to hearing from you to resolve this matter.

Yours sincerely

[Managers name]

[Managers title]