|  |  |  |
| --- | --- | --- |
|  | *<<Address 1>>* | |
|  | <<Address 2>> | |
|  | <<Address 3>> | |
|  | <<Postcode>> | |
|  |  | |
|  | Direct Line: |  |
| Private and Confidential | Fax: |  |
| <<Employee Name>> |  |  |
| <<Address 1>> | Date: |  |
| <<Address 2>> | Your ref: |  |
| <<Address 3>> | Our ref: |  |
| <<Postcode>> |  |  |

Dear <<INSERT NAME>>

**FAILURE TO SUBMIT FIT NOTE**

Further to my letter of **<<INSERT DATE>>** I have still not received your fit note due on **<<INSERT DATE>>** to cover the period from **<<INSERT DATE>>.** I did request that you can contact me and you have failed to do so. I therefore write to advise you that your absence has been deemed unauthorised and I have notified the Pay Office to stop your Occupational Sick pay.

I remain concerned about your welfare and by your failure to maintain contact with the department. I attempted to contact you on **<<INSERT DATE>>** and telephoned you at **<<INSERT TIME>>** **however you were unavailable/ I left a message on your voicemail / left a message with your spouse, mother, father etc.** **<<DELETE AS REQUIRED>>**

As advised in my previous letter, failure to submit a fit note is a breach of your responsibilities under the absence reporting procedures as outlined in the Attendance Management Policy.

I also stated in my previous letter that failure to report your absence, as per the Attendance Management Policy, is viewed by the organisation as a failure to comply with a contractual requirement. Failure to respond to my initial letter and this letter can be considered as a failure to comply with a reasonable management instruction. Both are deemed as misconduct that may lead to further action under the Disciplinary Policy and Procedures.

**DELETE AS APPROPRIATE:**

**For employees who have now resumed to work:**

In order that I can understand your reasons for failing to follow the policy, I would request that if you would attend an investigation meeting at **<<INSERT TIME>>** on **<<INSERT DAT**E**>>** in **<< INSERT LOCATION>>** convened under the Board’s Disciplinary Policy.

**For employees remain on sick leave:**

In order that I can understand your reasons for failing to follow the policy and to discuss your continuing episode of absence, I would request that if you would attend a Formal Absence Review meeting at **<<INSERT TIME>>** on **<<INSERT DAT**E**>>** in **<< INSERT LOCATION>>** convened under the Board’s Attendance Policy.

Please confirm your attendance at this meeting by contacting **<<INSERT NAME>>** by telephone on **<<INSERT NUMBER>>.**

You are entitled to be represented by a Trade Union / Professional Organisation representative or accompanied by a colleague, friend or relative not acting in a legal capacity.

Please let me know before the meeting if you need me to make any special arrangements to enable you to attend the meeting.

A copy of the Board’s Disciplinary and Attendance Management Policy and Procedure are available on HR Connect.

If you have any queries regarding the content of this letter, please do not hesitate to contact me on **<<INSERT TEL NO>>**.

Yours sincerely

**<<LINE MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>>**