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

Dear <<INSERT NAME>>

**Failure to attend Formal Absence Review Meeting**

I write further to my letter of **<<INSERT DATE>>** in which you were invited to attend a formal absence review meeting on **<<INSERT DATE>>** to discuss your absence from work. Unfortunately you failed to attend this appointment and have provided no explanation for your non-attendance/ I am aware that you cancelled this meeting due to **<<INSERT REASON>>.** **<<DELETE AS REQUIRED>>**

I have rescheduled a further formal absence review meeting to discuss your level of attendance and the details are listed below.

**Location : <<INSERT LOCATION DETAILS>>**

**Date : <<INSERT DATE >>**

**Time : <<INSERT TIME>>**

This meeting has been convened in line with the Board’s Attendance Management Policy and is intended to ensure that the facts relating to your absence are clearly understood and that you receive appropriate management interventions, including support to improve your attendance levels where appropriate.

You are entitled to be represented by a Trade Union / Professional Organisation representative be accompanied by a fellow member of staff or a friend or relative not acting in a legal capacity. I would be grateful if you could notify me in advance of the meeting to confirm you will be attending and who will be accompanying you.

You have a requirement under the Attendance Management Policy to attend meetings when requested to do so. If you are unfit to attend the venue identified above I can make alternative arrangements for you to attend at a venue which is more convenient.

If you again fail to attend the meeting without making contact your failure to attend may be deemed as misconduct, which may lead to formal action under the Boards Disciplinary Policy & Procedure.

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

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

Please confirm your attendance at this meeting by contacting **<<INSERT NAME>>** by telephone on **<<INSERT TELEPHONE NUMBER>>,** upon receipt of this letter.

Yours sincerely

**<<LINE MANAGER NAME>>**

**<<JOB TITLE>>**

**<<SERVICE AREA>**