|  |  |
| --- | --- |
|  | *<<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>>

**NON SUBMISSION OF FIT NOTE**

I am contacting you in relation to your current period of sickness absence which commenced on **<<INSERT DATE>>.**

I am concerned that you have failed to provide a fit note**/or**, your last fit note expired on  **<<INSERT DATE>>** and I have not yet received a further fit note covering absence from this date. 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>>**

I would urge you to contact me immediately on **<<INSERT NUMBER>>** to confirm that you have obtained appropriate medical certification and that it is in the process of being submitted.

I would like to remind you that in terms of the Attendance Management Policy you are required to ensure that periods of absence of 8 days or more are covered with the appropriate fit note and when this expires, another is needed if you have not returned to work. Failure to submit a fit note may result in your absence being recorded as unauthorised leave for which you will not receive occupational sick pay.

I trust that this is an oversight and that you will make arrangements to submit your fit note by return. Equally, if your certificate has now been sent can you please ensure future certificates are posted / submitted timeously to avoid any misunderstanding.

Please note that failure to submit fit notes, as per the Attendance Management Policy, is viewed by the organisation as a failure to comply with a contractual requirement. Failure to respond to this letter is viewed as a failure to comply with a reasonable management request. Both are deemed as misconduct that may lead to further action in accordance with Disciplinary Policy and Procedures.

A copy of the Board’s Attendance Management Policy and Procedure is 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 >>**