**RECORDED DELIVERY/NORMAL POST**  
  
NAME  
ADDRESS  
  
DATE  
  
Dear Name  
  
You last attended work on DATE and since then you have not followed the company's absence notification procedure.  I've attempted to contact you on several occasions without success.  
  
On DATE, you were invited to attend a disciplinary hearing which was scheduled for DATE.  You failed to attend this meeting and I am writing to advise that the meeting was held in your absence.  As we had no representation from you, I had to base my decision on the evidence that I do have, which is that you have been absent from work since DATE and failed to respond to any of our telephone calls or letters.  
  
As such, I write to advise you that I have decided to dismiss you from your employment with COMPANY NAME with effect from DATE.  You are entitled to X week's notice (\*1 week for every year of service or more if contract states this\*, please update as appropriate)  
  
You have the right to appeal this decision and if you choose to do so, you must put this in writing, stating reasons and address to NAME.  Any appeal must be made within 5 days of receipt of this letter.  
  
Yours sincerely  
  
  
NAME  
JOB TITLE