**Private & Confidential (SENT FIRST CLASS SIGNED FOR MAIL)**

INSERT NAME

INSERT ADDRESS

Date: INSERT DATE

Dear INSERT NAME,

**Absent Without Authorised Leave - Invite to Investigation**

You have been absent from work since INSERT DATE, without prior authorisation and you have not been in contact with us regarding your reason for absence.

We are concerned about you and have attempted to contact you be telephone to find out the reasons for your absence, without success. Delete if not applicable

We would like to understand the reason for your unauthorised absence, to enable us to support you with authorised time off. Clearly unauthorised absence is in breach of company policy, which could result in disciplinary action, up to and including dismissal.

We would like you to attend a meeting on INSERT DATE, at INSERT VENUE, with INSERT JOB ROLE to discuss your unauthorised absence and why you have not been in contact with us. If you are unable to attend this meeting, then please contact us otherwise this meeting may be held in your absence and could result in your dismissal. You have the right to be accompanied at this meeting by either a Trade Union Representative or a work colleague. Please let us know who will be accompanying you.

Alternatively, please contact us as soon as possible on (INSERT NUMBER) within the next 2 days (INSERT DATE), to discuss your reason for absence, return to work date, and any support we can give you.

Yours sincerely

**INSERT NAME**

**INSERT ROLE**