*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***AWOL Employee – Under 2 years’ service***

*You should try to contact the employee by phone immediately and make several attempts, keeping a record of the attempted calls. Assuming there’s no response, write to them saying that if you don’t hear otherwise, within 48 hours, you’ll treat their absence as a resignation. If they do return and are not entitled to the disciplinary process (as employees with under 2 years’ service typically are not, though check their contract/handbook if you are unsure) you can review their employment which could result in their termination.*

**PRIVATE & CONFIDENTIAL**

NAME

ADDRESS

DATE

Dear . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (insert name of employee)

According to our Company records, you failed to report for work on . . . . . . (insert date) and you have not reported for work since that date. We have not received any explanation from you for your non-attendance. On . . . . . (insert date) at . . . . . (insert time) . . . . . . . . . . . (insert name of contact) did try to make contact with you by telephone (but there was no answer/but you were not available and so a message was left for you which you did not acknowledge).

Your conduct in failing to report for work without providing any reason whatsoever implies that you intend to, or have, resigned your position with the Company. If this is not your intention and you are proposing to return to work, we would ask you to contact . . . . . . . (insert name of contact) as a matter of urgency and, in any event, by no later than . . . . . . (insert time) on . . . . . . (insert date).

You will be asked to explain why you have both failed to report for work and to contact us and when you do expect to return to work. We must warn you that unauthorised absence without good reason is considered serious misconduct and is likely to lead to a review of your employment which could result in the termination of your contract.

However, if you have resigned, please supply us with a written resignation letter as soon as possible.

Please note that you will also not be paid for any day or days of unauthorised absence.

Yours sincerely

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(Insert signature and name of author)