FAILURE TO RETURN FROM HOLIDAY LETTER

Date .................................... *(insert date of letter)*

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

According to our Company records, you were due to attend for work on ......... *(insert date)* following your period of annual leave. However, you have failed to report for work and 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). Further attempts were made on ......... *(insert all times and dates).*

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 a serious disciplinary offence which could result in disciplinary action being taken against you in accordance with the Company’s disciplinary procedure. Depending on the particular circumstances of the case, it may amount to gross misconduct.

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

Yours sincerely

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*(Insert signature and name of author)*