Date

Name

Home Address

Dear Name

Your recent absence from work has breached a trigger in the Company’s absence management policy. According to our records, you have been absent for number days on number separate occasions. This has resulted in an Absence Factor total of number. Please find below a list of the absences which have been included in this Absence Factor:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for absence** | **Start date** | **End date** | **Total number of days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The Company’s absence management policy triggers disciplinary action when an employee’s absence factor exceeds the levels recommended. You are requested to attend a disciplinary hearing on **date** at **time** in my office with myself and note takers name.

The purpose of the meeting is to discuss the following allegations:

* An unacceptable level of absence from work which has triggered action in accordance with the Company’s absence management policy.
* Issues of trust and confidence in respect of your reliability as a result of the above

At the meeting you will be given the opportunity to answer the above allegations and to put forward any mitigating circumstances which you feel should be taken into account. You will also be given the opportunity to call relevant witnesses to support your case.

You have the right to be accompanied at the meeting by a work colleague of your choice or trade union representative, and I would be grateful if you would confirm the identity of any person you wish to accompany you, or any witness you intend calling, in order that the necessary arrangements can be made.

You should be aware that this meeting may result in disciplinary action being taken against you, which could include an improvement note, formal warning, dismissal or other sanction in accordance with the Company’s disciplinary procedures. Failure to attend the meeting without providing a reasonable explanation for your non-attendance may result in the meeting being held in your absence and the outcome being agreed based on the information available to us.

Yours sincerely,

**Authorised Signature**

**Job Title**

Encl. Absence Policy/Procedure