**Cumbria Fire & Rescue Service | Carleton Avenue | Penrith | Cumbria | CA10 2FA**

21 May 2024

*Name*

*Address*

**Private and confidential**

Dear *name*

**Absent without leave – Invite to informal absence meeting**

I am sorry to see that you are absent from work. Your absence commenced on xxxxxxx however I have not received any communication from you and you have not submitted a Fit note. I have also tried contacting you on both your mobile and home phone on xxxxxx and xxxxxx, each time I have left a message for you to contact me to discuss your absence. You have not responded or returned any of my calls.

As you may be aware you have not followed Cumbria Fire & Rescue Service’s absence reporting procedure. You are therefore considered as absent without leave which is considered as gross misconduct, as such no salary will be paid for the unauthorised days of absence unless medically certified.

I am inviting you to attend an informal meeting with myself to discuss your absence as follows:

Date:

Time

Location:

Should you need any support may I remind you of the support provided by Cumbria Fire & Rescue Service, details on the following links:

<https://www.cumbriafire.gov.uk/people-and-talent>

If we do not receive contact from you by xxxxxx, we will proceed with formal disciplinary action in order to discuss your absence further.

Yours sincerely

*Signature*

*Name*

*Job title*