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

21 May 2024

*Name*

*Address*

**Private and confidential**

Dear NAME

**Absent without leave**

I write further to my letter of *date* requesting your attendance at a meeting to discuss your continuing absence. In addition I requested you attend a formal meeting on *date* with myself at *venue*. You did not attend either meeting and there has been no communication from you. I therefore invite you to attend another formal meeting, details as follows :

Date:

Venue:

Time:

Can you contact me to confirm your attendance by *5pm on xxxxxx*. I also ask that should you have any points for me to take into consideration on the day to contact me *by date* to advise of these. May I remind you that being absent without authorisation and failure to contact or provide a medical certificate is gross misconduct and therefore will result in non payment of sick pay. I must also advise you that failure to attend this meeting without good cause will lead to the termination of your employment.

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

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

If there is no contact from you we will assume that you no longer wish to work for Cumbria Fire & Rescue Service and will terminate your employment effective from the day of the meeting/the last day of your most recent fit note, *insert date*.

Yours sincerely

*Signature*

*Name*

*Job Title*