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

21 May 2024

*Name*

*Address*

**Private and confidential**

Dear *name*

**Subject: Absent without leave**

I write further to my letter of *date* requesting your attendance at a meeting with myself at *venue* on *date* and also my letters of *date* *and date* to attend a formal meeting to discuss your continuing absence from work.

My letter advised that if you did not attend the meeting on *date*, I would lookat making a decision with regards to your continued employment and that this may lead to the termination of your employment due to *failure to follow the absence reporting procedure* based on the evidence available to me. I also asked that should you have any points for me to take into consideration on the day to contact me by *date.* I note to date that we have not received any contact from you.

Therefore taking into account all the evidence available to me I have formed the following conclusions (state findings):

*Length of absence*

*Colleague/doctor unable to provide an expected return to work date*

*Offers of adjustments*

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

I can confirm the effective date of the termination is *date of meeting,* and that you are entitled to *number* of weeks pay in lieu of notice and this together with any outstanding holiday or other monies owing will be paid to you on the next available pay day. Your P45 will be posted to your home address.

Yours sincerely

*Signature*

*Name*

*Job Title*