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

21 May 2024

*Name*

*Address*

Dear *Name,*

**Absent without authorised leave**

I have attempted to contact you on xxxxxx and xxxxxx to discuss your current absence which commenced on xxxxxxxx however have been unable to contact you.

Can I please draw your attention again to the Absence and Wellbeing procedure (I have enclosed a copy). It is your responsibility in line with your contract of employment to keep your manager informed as to the likely duration of your absence and if there are any supportive measures we can put in place throughout your absence.

Your absence levels have reached a point of concern and it is essential that I hold a *Support interview/Absence management* meeting with you in the near future. 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>

Your last Fit note expired on xxxxxxx. Since you did not attend work I can only assume your absence is continuing. Employees must make sure that any absence period is covered with a Doctors Fit Note/or self cert. Can you please submit the relevant certification, otherwise payment of your sick pay will cease for any period not certified.

Please contact me by xxxxxxx. Failure to do this may lead to further action being taken.

Yours sincerely

*Signature*

*Name*

*Job title*