



D.I.Y. TEMPLATES

Assumed termination letter

Mr Joe Bloggs
c/o LID Enterprises
123 Main Street
Belfast
BT00 0ZZ

6th March 2017

Dear Mr Bloggs,

I write with reference to your ongoing unauthorised absence from work.

It is noted that you did not attend for work on 23rd February 2017 and you have remained absent since this date. Furthermore, you have failed to contact with the Company to advise of your non-attendance, as required.

I attempted to contact you by telephone on 27th February 2017, 1st March 2017 and 3rd March 2017 but you failed to answer or return my call.

In light of the above, we have no alternative but to assume that you have terminated your employment with the Company from the last date you worked i.e. 22nd February 2017.

However, if this is **not** the case, it is imperative that you contact me (or another member of management in my absence) on Tel. 02890 123456 no later than **5.00pm on 13th March 2017** to explain your circumstances and to enable arrangements for a disciplinary investigation to be convened.

If we have not heard from you by the above date, then we will assume that you have terminated your employment and your P45 will be issued to you.

Should you have any queries in respect of this, please do not hesitate to contact me.

Yours sincerely,

In this situation it is important to detail the situation and the steps that you have taken, as a reasonable employer, before getting to this stage.

In terms of timescales it is important to be reasonable and borderline generous as you do not want to be seen to 'jump the gun' (which is always the temptation with problem employees).

Jayne Doe
Manager

Should you have any queries regarding this template or if you would like assistance in dealing with disciplinary issues please do not hesitate to contact Neil or a member of the team on 028 2564 4110 or by emailing enquiries@pts-ni.com .