Insert Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Date]

Dear [name]

**Absence From Work**

I am writing regarding your current absence from work. I am concerned that despite leaving several messages, I have not received any communication from you.

Please contact me on [telephone number] urgently so that we can discuss your current situation and any concerns you have about returning to work.

I look forward to hearing from you.

Yours sincerely,

Name

Role Title

Company