

AWOL During Sickness Letter

Policy Owner:	E, G
Published By:	E, G
Published Date:	11/24/2025
Next Review Date:	11/24/2026
Version Number:	1.0
Related Policies:	None

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AWOL During Sickness Letter

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AWOL During Sickness Letter

[Manager's name]
[Practice address]

[Recipient's name]
[Recipient's address]

[Date]

Contact During Sickness Absence

Dear [insert name],

I am writing in regards to your sickness absence from [date].

It is important that the Practice maintains regular contact with you during absence to see how you are progressing in your health condition and to ensure you are kept up to date with changes occurring in the workplace.

Attempts to make contact with you by [method] have been made on [date/time] and unfortunately we have been unable to reach you.

Please contact me by [date] by [method] to agree a regular contact plan. Failure to contact the Practice could result in disciplinary procedures being initiated.

I would like to take this opportunity to remind you of the support that is available from the Practice [explain what is available and how they can arrange this such as occupational health/counselling/the employee assistance programme].

Yours sincerely

[Practice Manager/Senior Partner]