

[REDACTED] Ltd
[REDACTED]

18/11/04

Dear Ms. [REDACTED]

As we have not heard from you since your week off due to sickness starting on Thursday [REDACTED] 04 and you did not return to work on Thursday [REDACTED] 04 or produce a certificate of sickness from your G.P. we will have to inform you that you must contact us as soon as possible to arrange to attend a disciplinary hearing on your return to work. As things stand at the moment you are absent without leave and have breached the conditions of your contract; we have been informed, as hearsay, that you have moved from your current address. We assume you have left a forwarding address so that we can contact you.

Yours sincerely

N. [REDACTED] & P. [REDACTED]