

IAM Template Letter #4

[EMPLOYER]

PERSONAL & CONFIDENTIAL

DATE

NAME

POSITION

DEPARTMENT

Sample

Dear Employee:

RE: ABSENTEEISM SUPPORT AND ASSISTANCE

This will confirm our meeting of [date] which was held to discuss your absenteeism. In attendance at this meeting, in addition to myself, was/were [name(s)]. The purpose of this meeting was to review whether there has been success in reducing your level of absence since our last meeting of [insert date]. This meeting and letter, together with the discussion about your absences, is not disciplinary and does not constitute or create a disciplinary record.

Your absenteeism has not shown improvement since our last meeting. Over this time, your rate of absence was [], while the rate of absence for your comparator group was [].

Every reasonable effort has been made to offer you assistance and work cooperatively with you to improve your absenteeism. Unfortunately, your absenteeism has not improved since the last meeting on [date] and there is no evidence available to support a foreseeable improvement in the future.

Due to your demonstrated inability to attend work on a regular basis and the lack of any foreseeable improvement, the employment contract has been frustrated. Effective immediately, your services as an employee of the Employer are being terminated. All earned wages, other monies and necessary documents will be processed and forwarded to you by registered mail within five (5) working days.

Thank you for your service. We wish you the best with your future endeavors and encourage you, should your circumstances change such that you can attend work regularly in the future, to contact us in regard to potential employment.

Sincerely,

cc: HRC
Employee file
MGEU