

Insert Company  
Logo

Date

<Employee Name>

Physical Address or email address  
Address

### Strictly Private and Confidential

Dear <Employee Name>

#### Re: Abandonment of Employment

You have been absent from work for <number of days> consecutive days since <enter dates that employee has been absent> (inclusive), without our prior consent and without notifying us of your expected absences.

We have attempted to contact you by telephone and we have left a number of messages to query your unauthorised absences and to enquire about your situation. You are obliged to notify us of any absence from work promptly, you have also been advised of the correct process to follow should you be unable to attend work. To date we have not had any response from you in relation to your absences. Your unauthorised absence from work on <enter dates that employee has been absent> is an alleged breach your employment agreement which states:

#### **Abandonment of Employment <Enter clause number>**

<enter Abandonment of Employment clause from employment agreement>

Employee Name, please contact <insert name, title> urgently, on <insert landline number> or <insert mobile number> indicating the reason for your absences and the reason for your failure to notify us of your absence. If we do not hear from you by <enter date>, it may be deemed that you have abandoned your employment and as per your employment agreement your employment may be terminated.

Should you have any questions relating to this letter, please contact me.

Yours sincerely

Manager  
Manager Title  
Company

cc: anyone from the organisation that you are sending this letter to

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.