## **Diary of Events – Abandonment of Employment**

Days that <employee name> has been absent from work without authorisation:

Date:	Date:
Hours scheduled	Hours scheduled
Did the manager make contact? Yes No	Did the manager make contact? Yes No
Details of the contact	Details of the contact
<left 5.01pm,<br="" a="" at="" cell="" for="" her="" mary="" message="" on="" phone="">Justin Jones Manager&gt;</left>	<li><left 5.01pm,<br="" a="" at="" cell="" for="" her="" mary="" message="" on="" phone="">Justin Jones Manager&gt;</left></li>
Date:	Date:
Hours scheduled	Hours scheduled
Did the manager make contact? Yes No	Did the manager make contact? Yes No
Details of the contact	Details of the contact
<left 5.01pm,<br="" a="" at="" cell="" for="" her="" mary="" message="" on="" phone="">Justin Jones Manager&gt;</left>	<left 5.01pm,<br="" a="" at="" cell="" for="" her="" mary="" message="" on="" phone="">Justin Jones Manager&gt;</left>
Date:	Date:
Hours scheduled	Hours scheduled
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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.