

**Diary of Events – Abandonment of Employment**

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

Date: \_\_\_\_\_  
Hours scheduled \_\_\_\_\_  
Did the manager make contact?      Yes      No  
Details of the contact  
<left a message for Mary on her cell phone at 5.01pm,  
Justin Jones Manager>  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Hours scheduled \_\_\_\_\_  
Did the manager make contact?      Yes      No  
Details of the contact  
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