**[THIS LETTER SHOULD BE PRINTED ON COMPANY LETTER HEAD PAPER]**

Abandonment of Employment Letter Number 1

Sample

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| Sample Letter  This template letter is ready to be tailored to your company’s needs and should be considered a starting point.  Disclaimer: This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this document. |

[Date]

**Private & Confidential**

[Employee First Name & Surname]

[Address 1]

[Address 2]

[City]

[State & Postcode]

Dear [First Name],

**RE: YOUR ABSENCE FROM DUTY**

Since **(date)** you have been absent from work without informing the company of your whereabouts and without any explanation of your absence.

The company has attempted to contact you by telephone on **(dates).**

The company request that you contact the undersigned as a matter of urgency and explain your situation.

Should we not hear from you within 48 hours the company will consider that you have abandoned your employment.

Yours Sincerely,

[Manager Name]

[Manager Title]