Abandonment of Employment Letter

[Insert Date Here]

[Insert Name Here]

[Insert Home Address Here]

Dear [Insert Name Here],

**Abandonment of Employment**

I am writing further to your continued absence from work.

* DETAIL SPECIFICS OF ABSENCE (*e.g. You failed to turn up to work on DATE without contacting the company, and you have not turned up for your scheduled shift on DATES.)*
* DETAIL ATTEMPTS TO CONTACT THEM (e.g. During this time we have telephoned your mobile on occasions, and left messages. But you have not returned these messages.)

In accordance with your employment agreement, if you are absent from work without advising the employer for three consecutive days you will be deemed to have abandoned your employment. As you have now been absent for [Insert Number Here] consecutive days, if we have not heard from you by *(specify date and time, usually 48 hours from when you send the letter)* then we will presume that you have resigned and process your final pay with immediate effect.

OR

Your final pay will be processed once the following company property has been returned:

* DETAIL PROPERTY TO BE RETURNED.

We would like to wish you well in the future.

Kind Regards,

[Insert Name of Manager Here]

[Insert Title Here]