[Insert date]

[Employee’s name]

[Employee’s last known address]

Dear [Employee’s name],

I refer to your recent absence from the workplace and correspondence sent to you on [insert date] in respect to this absence. All efforts have been made to ascertain whether you have abandoned your employment or whether there is a reasonable explanation which has prevented you from attending your work or notifying the company of your inability to attend for work.

*[Include which is relevant]:*

You have failed to provide the company with any explanation.

**OR**

The company finds the explanation given in respect to your absence and failure to notify the company unsatisfactory.

It is therefore deemed that you have abandoned your employment. You are no longer considered an employee of the company effective from [insert date: last date of attendance or authorized absence].

Yours faithfully,

[Manager/Supervisor]