[Insert date]

[Employee’s name]

[Employee’s last known address]

Dear [Employee’s name],

You have been absent from the workplace since [insert date], without any contact being made to the company, or medical certificates being forwarded in respect to your absence.

It would appear at this stage that you have abandoned your employment. It is suggested that you contact the company immediately to advise whether there is a reasonable explanation in respect to your inability to attend work and your inability to notify the company of your absence.

It is important that you understand that if the company is not given a reply which we regard as satisfactory within fourteen days of your last attendance at work or authorized absence, then it will be deemed that you have abandoned your employment.

Please contact the undersigned immediately in response to this correspondence.

Yours faithfully,

[Manager/Supervisor]