

Employee ID: ${employee\_id}

${full\_name}

${title}

${address1}

${address2}

${state}

${code}

${date}

Dear ${salutation} ${full\_name}

RE : Abandonment of Employment

Company records reflect that you have been absent from your assigned shift since (${date}). Records also confirm that you have failed to provide any notification for these absences since (date)

This constitutes a breach of your Standard Terms and Conditions of Employment and indicates that you have abandoned your employment effective (date)

As a result of this the Company requires you to contact the HR Department by no later than (date – 3 working days from date of letter) with a satisfactory explanation for your absence and failure notify the Company

If you fail to respond by (date – 3 working days from date of letter) the Company will accept you abandonment as the termination of your employment contract.

Sincerely

${company\_name}

Sign by ${officer\_name}

${officer\_title}