

Date

PRIVATE & CONFIDENTIAL

First Name Surname
Street Address
Suburb State Postcode

Dear First Name

RE: ABANDONMENT OF EMPLOYMENT

We write to inform you that you have abandoned your employment.

On **Insert: Date** you failed to attend work as per your work schedule which is a breach of the terms and conditions of your contract of employment. We have attempted to contact you via your phone number on file without success.

Our primary concern is that you are well and safe, and if so, we ask you to contact us immediately to discuss your unauthorised absenteeism with you.

As no contact has been made and you continue to be absence from work for a continuous period over 1 month without the consent and without notification we have assumed you have abandoned your employment and as such we will be terminating your employment.

You will be paid up to your last working day and any entitlements owing (minus the required period of notice as per your contract of employment).

Please contact **Insert: Contact name and phone number.**

Yours Sincerely

Insert: Manager Name

Insert: Managers Position Title