<insert date here>

<insert employee’s name here>

<insert employee’s address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**ABANDONMENT OF EMPLOYMENT**

I refer to our previous correspondence dated <insert dates here> in which we sought to clarify why you have not attended work recently.

We have not received any response from you in relation to this matter.

In accordance with our previous advice to you, we have accepted your conduct as an act by you to terminate your employment. The termination of your employment is effective as of <insert date here>.

Any entitlements owing to you will be paid shortly in the usual manner.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>