<insert date here>

<insert employee’s name here>

<insert employee’s address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**FAILURE TO ATTEND WORK WITHOUT EXPLANATION**

It has been <insert number of days here> working days since you last attended for work or provided notification of your absence and our attempts to contact you have not been successful.

Any unauthorised absence from the workplace is a serious matter as it is a requirement of your employment that you attend work and carry out duties as directed.

Could you please contact me within <insert reasonable time period here> to advise me of your circumstances and provide an explanation as to your absence.

If we do not hear from you within this period we may assume that you have abandoned your employment and you will cease to be employed by the company.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>