<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- SECOND LETTER**

I refer to our previous correspondence dated <insert date 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.

It has been <insert number of days here> working days since you last attended for work or provided notification of your absence.

Unauthorised absence from the workplace is very serious matter.

If you do not contact me within <insert reasonable period of time here> to advise me of your circumstances, we will assume that you have abandoned your employment and will accept your actions as an act by you to terminate your employment.

If you have any queries, or wish to discuss this matter, please contact me directly.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>