[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: NOTICE OF PREVIOUS CONTACT ATTEMPTS AND UNEXCUSED ABSENCE

Dear [Employee Name],

This letter is regarding your absence from work which began on [Start Date of Absence]. As of today, you have been absent for [Number] consecutive workdays without prior authorization or notification to your supervisor.

We have made multiple attempts to reach you via the following methods:

- [Date and Time] via [Phone/Text/Email]
- [Date and Time] via [Phone/Text/Email]
- [Date and Time] via [Phone/Text/Email]

To date, we have not received a response from you. Your current status is recorded as an unexcused absence. It is vital that you contact [Manager Name] at [Phone Number] or [Email Address] by [Deadline Date/Time] to explain your absence and confirm your employment intentions.

Failure to respond by the deadline mentioned above may be interpreted as job abandonment, which could result in the termination of your employment with [Company Name].

We look forward to hearing from you immediately.

Sincerely,

[Your Name]
[Your Title]
[Company Name]