[Your Name/Department]
[Company Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: SECOND NOTICE - FAILURE TO REPORT FOR DUTY

Dear [Employee Name],

This is a formal second notice regarding your absence from work. Our records indicate that you have failed to report for your scheduled shifts starting from [Start Date] to the present date, [Current Date].

We previously attempted to contact you on [Date of First Notice] via [Method of Contact], but we have not received a response or any notification regarding your absence. As stated in our company policy, failing to report to work or notify a supervisor is considered an unexcused absence.

Please contact [Manager Name] at [Phone Number] or [Email Address] by [Deadline Date/Time] to explain your absence and your current employment status. If we do not hear from you by this time, we will assume that you have voluntarily resigned from your position through job abandonment.

We look forward to hearing from you immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]