

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Formal Notice of Breach of Employment Contract - Unauthorised Absence

Dear [Employee Name],

This letter serves as formal notification regarding your continued absence from work, which commenced on [Start Date of Absence]. As of today's date, you have been absent for [Number] consecutive working days without prior authorization or notification to your supervisor.

Your employment contract dated [Contract Date] clearly stipulates that [mention specific clause, e.g., regular attendance is required and all absences must be reported by a specific time]. By failing to report for duty and failing to follow the company's notification procedures, you are in direct breach of your employment agreement.

We have attempted to contact you via [phone/email] on [Dates] but have received no response. This lack of communication is being treated as a serious disciplinary matter.

You are required to contact [Manager Name] by [Time] on [Date] to explain your absence. Failure to do so, or failure to provide a valid justification (such as a medical certificate), may result in further disciplinary action, up to and including the termination of your employment on the grounds of gross misconduct or job abandonment.

Please be advised that your absence is currently recorded as unpaid leave.

We look forward to your immediate response.

Yours sincerely,

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