

**Date:** [Insert Date]

**To:** [Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Notice of Unexcused Absence and Inquiry Regarding Employment Status**

Dear [Employee Name],

Our records indicate that you have been absent from work since [Date of First Absence] without notification or approved leave. We have attempted to contact you via [Phone/Email] on [Date(s) of attempts], but we have not received a response.

As per company policy, employees are required to notify their supervisor of any absence. Your current period of absence is currently classified as unexcused. We are concerned about your well-being and would like to understand your intentions regarding your return to work.

Please contact [Manager Name/HR Department] at [Phone Number/Email] no later than [Date and Time] to discuss your status. If you are experiencing a medical emergency or a situation covered under leave laws, please provide the necessary documentation as soon as possible.

Please be advised that if we do not hear from you by the deadline stated above, we will assume you have voluntarily resigned from your position through job abandonment. In that event, your employment will be terminated effective [Date].

We look forward to hearing from you immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]