Print on Company Letterhead

[DATE]

[Name]

[Address]

RE: Failure to report

Dear [Name]:

You have not contacted your manager or shown for work since [DATE]. We have made several attempts to reach you directly through your cell phone, home phone [EDIT TO THE SITUATION] with no response from you.

As you know, our policy requires that employees stay in contact with their manager if they are not able to work the schedule.

Our policy is that any absence with a no call or no show of three consecutive days is deemed to be a resignation. You must contact \_\_\_\_ at \_\_\_[PHONE] within 48 hours of receipt of this letter. We will then determine why you have not contacted us and if your employment should be continued or terminated. If you do not contact your manager above within 48 hours we will assume you have resigned your employment with our company.

Sincerely,

[Name]

[TITLE]