

[Print on Employer's Letterhead] [Print Name and Address]

<<Employee's Name>>
<<Employee's Address>>
<<Post Code>>

<<Date>>

Dear <<Name>>,

Re: <<Employee's Name>>

On <<date>>, we wrote to you in relation to your unauthorised absence from work. A copy of this letter is enclosed. Since then we have not received a response from you and we have still been unable to make contact with you.

As previously stated, your conduct has been deemed to be a resignation. We now resigned your position with effect from <<date>>. We therefore propose to treat this date as the effective date of the termination of your employment. Accordingly, we shall now forward to you your P45 and you will be paid up to and including today, i.e. <<date>>. You are aware that you will not be paid for any days of unauthorised absence.

If we have misunderstood your intentions, you must contact us urgently.

If you wish, you may appeal against this decision. If you wish to appeal, you must inform the Company in writing within 14 days of receiving this decision. If you appeal, the Company will arrange and hold an appeal meeting which you should take all reasonable steps to attend.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>