

Subject: Follow-Up on Absence and Job Abandonment

Dear [Employee's Name],

I hope this message finds you well. We have noticed that you have been absent from work since [start date of absence] and have not communicated with us regarding your situation. Your expected return was on [expected return date], and as of today, we have not received any updates from you.

We are concerned about your well-being and would like to understand the circumstances surrounding your absence. If you are facing any issues that we can assist you with, please feel free to reach out to us as soon as possible.

However, if we do not hear from you by [final response date], we may have to consider this as job abandonment. Please be reminded that it is important to communicate any difficulties you may encounter regarding your job responsibilities.

We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]