

Job Abandonment Inquiry

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hope this message finds you well. We are writing to follow up on your recent absence from work and to inquire about your status, as we have not received any communication from you since [last date of attendance].

As per our records, you have been absent for [number of days] without any prior notification or approval. We understand that unexpected situations can arise, and we want to ensure your well-being.

Please reach out to us by [specific date] to clarify your situation and let us know how you would like to proceed. If we do not hear from you by that date, we may need to take further actions regarding your employment status.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]