

Unauthorized Absence Employment Separation Request

Date: [Insert Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request my immediate separation from employment with [Company's Name] due to my recent unauthorized absence.

Unfortunately, I was unable to report to work for [number of days] days due to [brief explanation of the reason, if applicable]. I understand the impact of my absence on the team and the company, and I sincerely apologize for any inconvenience it may have caused.

After careful consideration, I believe it is in my best interest to resign from my position effective [last working day, if applicable].

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]