

# Unauthorized Absence Separation Request

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a separation from my position due to my recent unauthorized absences. I understand the importance of communication within the company, and I regret my inability to inform you prior to my extended absence.

After careful consideration, I believe it is in the best interest of both myself and the organization to part ways. I would like to ensure a smooth transition and am willing to assist in any way necessary during this process.

I appreciate the opportunities I have had during my time at [Company/Organization Name] and I am thankful for the support and guidance provided by you and my colleagues.

Thank you for your understanding. I look forward to discussing the next steps regarding the formal separation process.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Contact Information]