[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Hope this letter finds you in the best of your health.

We have been trying to reach you by phone and emails. I have personally dropped texts as well but I am still not able to hear back from you. Monday morning Maddie informed me that you are not at work and that no one knows about your absence. I confirmed from the HR that you did not submit a leave as well.

Everyone tried to contact you, but there was no response from you what so ever. This was very unprofessional. You haven’t shown up at work after that. This is not only against the company policies but also a loss of work on our part. I am writing this letter as a final warning to you. If you continue to be absent from work further, we will be terminating your employment without any notice.

With thanks

Pinky