Job abandonment email

Send the last-chance notice once the employee has missed the number of consecutive shifts your policy defines as abandonment, often three. Send the separation confirmation only after that deadline passes with no contact.

LAST-CHANCE NOTICE

Subject: Your employment with [Company]: response needed by [Response Deadline]

Dear [First Name],

You have not reported to work or contacted your supervisor since [Last Day Worked]. You were scheduled to work on [Missed Dates].

We have tried to reach you:
- by phone on [Call Dates]
- by text on [Text Dates]
- by email on [Email Dates]

Our attendance policy, which you acknowledged on [Acknowledgment Date], states that [Number] consecutive scheduled shifts missed without notice are treated as job abandonment and a voluntary resignation.

Please contact [Name] at [Phone Number] or [Email] by [Response Deadline]. If you have been unable to contact us because of illness, injury, a family emergency or any other reason, tell us. You may be eligible for leave, and we want to understand what happened.

If we don't hear from you by [Response Deadline], we will treat your employment as ended effective [Separation Date].

Sincerely,

[Your Name]
[Title], [Company]

SEPARATION CONFIRMATION

Subject: Confirmation of separation from [Company]

Dear [First Name],

We wrote to you on [Notice Date] asking you to contact us by [Response Deadline] about your absence from work since [Last Day Worked]. We haven't received a response.

In line with our attendance policy, your employment with [Company] ended effective [Separation Date] due to job abandonment.

Please note:
- Final pay: your final paycheck for hours worked through [Last Day Worked][, plus any accrued PTO payable under our policy or state law,] will be paid on [Final Pay Date] by [method].
- Benefits: your health coverage ends on [Coverage End Date]. You will receive information about continuing coverage under COBRA from [Benefits Administrator].
- Company property: please return [items] to [Location or return method] by [Return Deadline].
- Documents: your W-2 will be mailed to [Address on File]. Let us know if your address has changed.

If you believe this information is incorrect, please contact [Name] at [Phone Number].

Sincerely,

[Your Name]
[Title], [Company]

EMPLOYEE RESURFACES

Subject: Following up on your absence from [Last Day Worked]

Hi [First Name],

Thank you for getting in touch. I'm glad to hear from you.

To decide on next steps, we need to understand what happened. Could you meet with me and [HR Contact] on [Date] at [Time], or by phone if you can't come in?

If your absence was related to a medical condition, a family member's health or another situation where you may be entitled to leave, please bring or send any information you're comfortable sharing, and we'll explain the options.

Until we meet, please don't report for scheduled shifts. [State pay status during this period per policy.]

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your employment with [Company]: response needed by [Response Deadline]
- We haven't heard from you since [Last Day Worked]
- Please contact us about your absence
- Confirmation of separation from [Company]
- Notice regarding failure to report to work
- Following up on your absence from [Last Day Worked]

SMS / WHATSAPP VERSION

Hi [First Name], this is [Your Name] at [Company]. We haven't heard from you since [Last Day Worked] and have sent a letter to your email and home address. Please call [Phone Number] by [Response Deadline]. If something has happened, we want to help.

Placeholders to replace: [First Name], [Last Day Worked], [Missed Dates], [Call Dates], [Text Dates], [Email Dates], [Acknowledgment Date], [Number], [Response Deadline], [Separation Date], [Notice Date], [Final Pay Date], [Coverage End Date], [Benefits Administrator], [Return Deadline], [Address on File], [HR Contact], [Name], [Phone Number], [Email], [Your Name], [Title], [Company]