No call no show email

Send a check-in text or call within an hour or two of the missed shift start, and the email the same day. Send the final notice only after the number of consecutive missed shifts your policy defines as job abandonment.

FIRST OCCURRENCE: CHECK-IN

Subject: Checking in: you missed your shift today, [Shift Date]

Hi [First Name],

You were scheduled to work today, [Shift Date], from [Shift Start] to [Shift End], and we haven't heard from you. I hope everything is OK.

Please call or text me at [Phone Number] by [Response Deadline] to let me know what happened and whether you'll be in for your next shift on [Next Shift Date].

As a reminder, our attendance policy asks you to call [Call-Out Number] at least [Notice Period] before your shift if you can't make it. Missing a shift without calling counts as a no call no show and is recorded as an attendance occurrence.

If something serious has happened, just let us know. We'd rather hear from you than guess.

[Manager Name]
[Title], [Company]

REPEAT OCCURRENCE

Subject: Second no call no show: [Shift Date]

Hi [First Name],

You didn't report for your shift on [Shift Date] ([Shift Start] to [Shift End]) and didn't call in. This is your second no call no show, after [Previous Date].

Under our attendance policy, [describe consequence, e.g. a second no call no show within 90 days results in a final written warning].

Please contact me by [Response Deadline] at [Phone Number]. I'd like to understand what's going on and talk about your schedule going forward. If there is a medical or family reason behind these absences, tell me or contact HR at [HR Contact], since you may be eligible for leave or other support.

[Manager Name]
[Title], [Company]

FINAL NOTICE BEFORE JOB ABANDONMENT

Subject: Please contact us by [Response Deadline] about your employment

Hi [First Name],

You haven't reported for work or contacted us since [Last Day Worked]. You missed scheduled shifts on [Missed Dates]. We've tried to reach you by phone on [Call Dates] and by text.

Under our attendance policy, [Number] consecutive no call no shows are treated as a voluntary resignation (job abandonment).

If you want to keep your job, or if something has prevented you from contacting us, please call me at [Phone Number] or HR at [HR Contact] by [Response Deadline]. If we don't hear from you by then, we'll process your separation effective [Separation Date] and send details about your final pay and returning company property.

We hope you're OK and that we hear from you.

[Manager Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Checking in: you missed your shift today
- Missed shift on [Shift Date]: please call us
- Unreported absence on [Shift Date]
- Please get in touch about today's shift
- Second no call no show: [Shift Date]
- Action needed by [Response Deadline]: your employment
- We haven't heard from you since [Last Day Worked]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Manager Name] from [Company]. You were scheduled at [Shift Start] today and we haven't heard from you. Are you OK? Please call or text me at [Phone Number] by [Response Deadline] about today and your next shift.

Placeholders to replace: [First Name], [Shift Date], [Shift Start], [Shift End], [Next Shift Date], [Previous Date], [Last Day Worked], [Missed Dates], [Call Dates], [Number], [Notice Period], [Call-Out Number], [Response Deadline], [Separation Date], [Phone Number], [HR Contact], [Manager Name], [Title], [Company]