**NAME**

**ADDRESS**

**DATE**

Dear **NAME**,

I am writing to you with regards to my previous letter dated **DATE** which I have enclosed a copy of for your consideration.

This letter was a notification of your unauthorized absence status and the company having no choice but to assume you have terminated your employment if we did not receive any update from you by **DATE.**

As you have not made any engagement with the company or submit Medical Certificate in support of this absence, the company have accepted that you have terminated your employment.

Therefore, the company has processed you as a leaver; any annual leave owing to you will be paid on **DATE.**

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME**

**JOB TITLE**