# Abandonment of Employment

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**Note:** For more information about dealing with a potential abandonment of employment, please see our relevant Quick Guide or contact the Workplace Relations Advice Line.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# Abandonment of Employment – First letter template

[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME]

**Re: Urgent – Your unauthorised absence from [INSERT COMPANY NAME]**

We note that you have been absent from work at **[INSERT COMPANY NAME]** since **[INSERT DATE]** and to date we have received no advice regarding your absence or explanation as to why you have been absent.

We have attempted to contact you by telephone on **[INSERT DATES AND TIMES]** however you have **not answered the phone / not returned our calls following the messages we have left on each occasion [INSERT WHICH IS RELEVANT OR CURRENT STATUS].**

Although you may have a valid reason for your absence from work, this is without authorisation or explanation. By failing to attend work, you are indicating that you no longer wish to continue with your employment contract.

We request that you return to work immediately or that you contact us immediately on **[INSERT PHONE NUMBER]** to provide us with an explanation as to why you have been absent from work. If we are not provided with an explanation that **[INSERT COMPANY NAME]** determines is reasonable by **[INSERT DATE],** we may take further action, including but not limited to disciplinary action.

Please contact me immediately on **[INSERT PHONE NUMBER].**

We look forward to hearing from you to resolve this matter.

Yours sincerely

**[MANAGERS NAME]**

**[MANAGERS TITLE]**

# Abandonment of Employment – Second letter template

**[INSERT DATE]**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

**Re: Urgent – Follow up - Your unauthorised absence from [INSERT COMPANY NAME]**

We refer to our letter **[INSERT DATE]** and attach a copy enclosed.

We note that you have been absent from work at **[INSERT COMPANY NAME]** since **[INSERT DATE]** and to date we have received no advice regarding your absence or explanation as to why you have been absent.

We request that you contact us immediately on **[INSERT PHONE NUMBER]** to provide us with an explanation as to why you have been absent from work.

Should you fail to provide **[INSERT COMPANY NAME]** with an explanation by **[INSERT DATE],** we will assume that you have abandoned your employment and consequently that you are no longer an employee of **[INSERT COMPANY NAME].**

Again, please contact me immediately on **[INSERT PHONE NUMBER].**

Yours sincerely

**[MANAGERS NAME]**

**[MANAGERS TITLE]**

# Abandonment of Employment – Third and final letter template

**[INSERT DATE]**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

**Re: Your abandonment of employment**

We note that you have been absent from work at **[INSERT COMPANY NAME]** since **[INSERT DATE]** and to date we have received no advice regarding your absence or explanation as to why you have been absent.

We have attempted to contact you by telephone on **[INSERT DATES AND TIMES]** however you have **not answered the phone / not returned our calls following the messages we have left on each occasion [INSERT WHICH IS RELEVANT OR CURRENT STATUS].**

We then wrote to you on **[INSERT DATE OF LETTER]** requesting that you return to work immediately or contact us to explain your absence by **[INSERT DATE].**

We also wrote to you on **[INSERT DATE OF LETTER]** further requesting that you contact us to explain your absence by **[INSERT DATE]** otherwise advised that **[INSERT COMPANY NAME]** would assume that you have abandoned your employment.

As you have failed to contact us by the nominated date of **[INSERT DATE], [INSERT COMPANY NAME]** has concluded that you have abandoned your employment. We accept your unauthorised absence from work as your act to terminate your employment contract and consequently that you are no longer an employee of **[INSERT COMPANY NAME].**

Termination is effective as of **[INSERT DATE].**

Any outstanding monies owing to you will be paid to your designated bank account.

Please ensure you return all **[INSERT COMPANY NAME]** property in your possession or under your control by **[INSERT DATE].**

Yours sincerely

**[MANAGERS NAME]**

**[MANAGERS TITLE]**