

S A M P L E

Date

CERTIFIED MAIL –
RETURN RECEIPT REQUESTED

Mr./Ms. _____
Address _____
Address _____

SUBJECT: Abandonment of Position

Dear _____:

According to the official attendance records maintained by this department, you have not reported to your place of work since _____. In accordance with Civil Service Rule 11.6, three consecutive work days of unauthorized absence constitute the normal period of abandonment of position.

This is to formally notify you of our intention to initiate dismissal action as a result of the abandonment of your position. Should you desire to explain, or justify your unauthorized absence, please submit such justification in writing to this office within ten days from the date of receipt of this letter. Your written justification will be considered in reaching a final decision regarding dismissal, other disciplinary action, or any other action deemed appropriate. Should you fail to respond within the ten days provided for in this notice, we may consider this as an indication of abandonment and initiate dismissal action.

Sincerely,

Appointing Authority

SAMPLE LETTER - ABANDONMENT OF POSITION