Sample Letter

NOTICE OF JOB ABANDONMENT

[date]

Memo to: [Name of employee, personnel identification number, and department]

From: [Account Manager]

Subject: Job Abandonment

Through this notification I must inform you that effective [date] your employment as a [employee’s job title] in the [name of department] at Texas State University has been terminated.

[Select from the following to state the specific reason for action:

You were scheduled to report for duty on (date) after being on leave without pay; you did not report for duty.

 -or-

You were absent for three consecutive workdays on (dates) without notifying your supervisor.]

Per Section 04 of UPPS No. 04.04.40, your [failure to report for duty -or- absence] is considered a resignation on your part. A job abandonment termination is not considered a disciplinary action. As such, you do not have the right to appeal this termination through the grievance procedures in UPPS No. 04.04.41, “Staff Employee Mediation, and Grievance Policy.”

A copy of this letter will be placed in your official personnel record in Human Resources.