

Voluntary Resignation Without Notice Template

Letter or Memorandum

Date/Employee/Name/Position/Title/Address

Subject: Voluntary Resignation Without Notice

Type of action, effective date, Issue

Effective (day/date), you were separated from your position as a (position title) with the (Division/Facility/School) due to your failure to report to work as scheduled on (dates).

Reference Policy

Pursuant to Section 11 of the State Personnel Manual, "**Separation, Voluntary Resignation Without Notice**", *states*, "An employee who is absent from work and does not contact the employer for three consecutive scheduled workdays may be separated from employment as a voluntary resignation...Such separations...create no right of grievance or appeal."

Specific efforts made to contact employee. Include dates, times, messages left, number called employee, etc:

On (date), I tried to contact you by phone at (telephone number) _____ and was unable to reach you. Attempts to reach you were made as follows:

- July 10, 2006 at 8:00 a.m., left a message on your machine for you to call me.
- July 11, 2006 at 1:00 p.m., left a message for you to call me with an individual who identified herself as Sherry Black
- On July 12, 2006 at 7:00 p.m., left a message on your machine stating if you did not report to work by 8:00 a.m. on July 13, 2006, you would be separated under state policy as a voluntary resignation without notice.

Request all state property

Upon receipt of this letter, please contact me at (number) to make arrangements to return your keys, ID badge, and any other state property in your possession. If you do not return your keys, ID badge and other state property by (date) the cost of these items will be deducted from your final paycheck.

Advise employee to contact the Benefits Representative regarding final pay and benefits:

Should you have any questions regarding your final pay and benefits, you may contact (Name and number of Benefits Representative/Human Resources Manager/Employee Relations Specialist).

I wish you the best in your future endeavors.

cc : Appropriate Management Chain
 Personnel File