

**SAMPLE LETTER OF UNAUTHORIZED ABSENCE**  
**Last Update: 1/13**

Date

Name of Employee  
Address  
City, State, Zip

Dear (Name of Employee):

This letter is to inform you that as of (date) you have been absent from work without authorization for a period of three consecutive workdays.

According to Iowa Department of Administrative Services – Human Resources Enterprise rules, employees who are absent from duty for three consecutive workdays without authorization from the appointing authority are considered to have voluntarily terminated their employment.

Your name has been removed from payroll. If you feel there are extenuating circumstances that need to be considered, contact me immediately.

Sincerely,

Name of Supervisor,  
Title

cc: Personnel File