

ABANDONMENT OF EMPLOYMENT CONFIRMATION LETTER

Date

Name

Address

Suburb State Postcode

SUBJECT: ABANDONMENT OF EMPLOYMENT

Dear Contact Name

We advise that following your unexplained absence from work which commenced on [date] we [REDACTED]

Payment of termination monies will be made by [cheque / EFT].

Yours faithfully,

[Company Contact]

[Company Title]

[Company Phone]

[Company Email]

When using this template please seek advice from Business Savvy to ensure you comply with the requirements of the *Fair Work Act 2009 (Cth)*.*

T 02 9290 8595

E info@bsrm.com.au

*Additional fees may apply based on your Subscription Level.