

# ABANDONMENT OF EMPLOYMENT LETTER

Employer Name:

Employee Name:

Address of Employer:

Address of Employee:

**Dear [Employee Name],**

This letter serves as formal notification of your abandonment of employment with [Employer Name]. Despite previous attempts to contact you and your failure to report to work or communicate your intentions for a period exceeding five (5) consecutive working days, it is apparent that you have voluntarily abandoned your position.

## **1. Confirmation of Abandonment**

You have not provided any notice of resignation nor any explanation for your absence. Accordingly, we consider your employment contract terminated due to abandonment effective immediately.

## **2. Final Pay and Entitlements**

You will receive payment for all accrued entitlements including outstanding wages, annual leave, and long service leave as applicable under Australian employment law and the Fair Work Act 2009. Any lawful deductions will be made.

## **3. Company Property**

You are required to return all company property, including but not limited to keys, documents, electronic devices, and identification badges no later than seven (7) days from the date of this letter.

## **4. Confidentiality**

You remain bound by any confidentiality and non-disclosure agreements signed during your employment. Unauthorized use or disclosure of confidential information will be addressed accordingly.

## **5. Legal Compliance**

This letter and your employment termination comply with the Fair Work Act 2009 and any other applicable state and federal legislation in Australia, ensuring all rights and obligations are met.

## **6. Contact and Queries**

Should you wish to discuss this matter or clarify any details about your termination, please contact the Human Resources department within seven (7) days of receipt of this letter.

Yours sincerely,

**Employer Signature**

**Employee Signature**

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