

Last Chance & Warning Letter to AWOL Employee



Smoke out employees who disappear while on medical leave.

Employees on medical or other leaves of absence are required to stay in touch so that their employers can monitor their status and plan their return. Failure to maintain that contact over a prolonged period may be grounds for concluding that the employee has effectively abandoned the job and resigned. However, to consummate resignation in these circumstances, you must let the employee know that you officially accept it. Here's a letter you can use to accept the "resignation" of an AWOL employee. This template gives the employee one final chance to resurface to head off acceptance of resignation. Such warnings often prove highly effective in smoking out employees, lawyers tell us.