February 19, 2021

Address

Dear employee,

You have been absent from work since Monday, February 22, 2021. You failed to contact me which you have been directed to do. I have made multiple attempts to contact you by phone without success.

Based on district policy DP323- *Abandonment of Position*, II.A., “*Workers who are absent from work for three (3) consecutive working days and are capable of providing proper notification to their supervisor, but do not, shall be considered to have abandoned their position*.”

I am directing you to contact me by 4:00 pm on Friday, February 26, 2021 at (801)School number and cell number. If there is a valid reason for being absent without notifying us, we can work with Human Resources. However, if I do not hear from you by the above date, I must conclude that you have resigned and I will be required to replace your position.

Please contact me immediately to resolve this situation.

Sincerely,

Principal/Director name

CC: Human Resources

Send Certified and regular US Mail