***DD/MM/ YYYY***

***First and Last Name  
 Employee Id***

***Designation***

***Location***

**Sub: Absconding Letter**

It is informed that you are absent without leave from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and there is no formal message or intimation regarding your whereabouts and resuming work.

We attempted to contact you multiple times through all possible means but in vain, as there is no response from your end. This is deemed unethical, unprofessional and undisciplined conduct.

Hence you are required to report to office premises on or before **\_\_\_\_\_\_\_\_\_\_\_\_\_**without further due and failing which, organization holds the right to terminate your services as per the terms and conditions.

Sincerely,  
***Authorized Signatory***

***Name***

***Job Title***

