Email Subject: NOTICE OF JOB ABANDONMENT

***\*Instruction\* The distribution list needs to reflect the following and may be supplemented to include additional responsible managers in the Employee reporting structure.***

To: Department Head, County Attorney, County Managers Office (Deputy County Managers), Chief HR Officer

Cc: Benefits, Compliance Office, Division Manager, Division Payroll if applicable,

[EMPLOYEE NAME], [JOB TITLE and DEPARTMENT, DIVISION, and WORK AREA], has not reported to work and has not reported their absence to their supervisor in accordance with Time and attendance requirements for [number] days.

The employee's last communication with the Department was [day, date]. Neither the employee nor any representative has communicated by phone, text, email, or in person with the department since [day, date].

***\*INSTRUCTION\* if the employee has been in an AWOL status, note this:***

 The employee has been in an AWOL status since [day, date].

The last reported address of the employee is [last known address]

Upon receipt of the Notice of Job Abandonment letter from the Appointing Authority, the Department will key the PA in Kronos. The current proposed effective date is [day, date]