MARICOPA FAMILY
Dentistry & Orthodontics

Date

Employee Name
Employee Address

Attention Employee:

I hope this letter reaches you in good health. I am writing in regards to your _____ position. Your last day worked was _____. Your failure to report to work as scheduled and failure to contact your office manager regarding your absence leads us to conclude that you have voluntarily resigned from your _____ position due to job abandonment effective with your first no show no call on _____. I have submitted your separation paperwork indicating that you have voluntarily resigned due to job abandonment. Your final paycheck will be direct deposited on the next scheduled payday as long as you have returned all company property including key and/or uniforms.

Sincerely,

Office Manager
MFDO LLC