

Sample Letter of Direction--Job Abandonment

Date

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND FIRST CLASS U.S. MAIL

Dear _____:

This is to officially notify you of our intention to terminate your employment for job abandonment. This action is based on the following reasons:

- On _____ you did not report for work nor did you notify appropriate school officials as to your whereabouts after having been sent a letter for staff development activities to be held on the following dates and times: _____ . You were absent without official leave.
- On _____, you called and left a message on _____'s phone stating that you would be out on _____. On this message you stated that you would be out because "_____". This was the last contact you made with the school.

To date, you have been absent ____ days this year. Furthermore, you have used _____ hours of sick leave above the amount earned for the year. This has resulted in _____ days that students have not been provided instruction by their regular teacher.

You are directed to report for work immediately upon receipt of this letter and to provide sufficient documentation to me that will justify and support the reasons for each of your unexcused absences on the dates enumerated above. Please be advised that failure on your part to report for work and provide the requested documentation by **5:00 p.m. on (date)** will result in the termination of your employment for abandonment of contract.

Sincerely,

Principal
School

cc: Personnel File