# SECTION 10.05 SAMPLE LETTER OF UNAUTHORIZED THREE-DAY ABSENCE

**Last Update: 2/13**

DATE

EMPLOYEE NAME

EMPLOYEE ADDRESS

Dear EMPLOYEE NAME:

This letter is to inform you that, as of DATE*,* you have been absent from work without authorization for a period of three consecutive workdays.

According to Iowa Department of Administrative Services – Human Resources Enterprise rules, an employee who is absent from duty for three consecutive workdays without authorization from the appointing authority is considered to have voluntarily terminated their employment.

Your name has been removed from payroll. If you feel there are extenuating circumstances that need to be considered, contact me immediately.

Sincerely,

SUPERVISOR NAME, TITLE

cc: Human Resources Associate

DAS Personnel Officer

Revised 2/13 Chapter 10

M&S Manual 1 Section 10.05