\_\_\_\_\_\_\_\_\_\_\_\_, 2020

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

You have been absent from work since \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_ p.m.. You have not contacted me or any supervisor to explain your absence or request authorization for leave. According to the Supreme Court Personnel Policies and Procedure Manual, when an employee is absent from work for longer than one workday without having approval for the use of an authorized form of leave, it may be considered that such employee has abandoned his/her job and has resigned not in good standing.

Since it has now been \_\_\_\_\_\_hours since you were last at work and you have made no effort to contact us, we have concluded that you have voluntarily abandoned your job. Your resignation is effective , \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

Your health coverage is scheduled to end on the last day of this month. Shortly thereafter you will receive COBRA eligibility information from the Nebraska Department of Administrative Services for continued healthcare coverage.

Our records indicate you may be in possession \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ property, which includes \_\_\_\_\_\_\_\_\_\_\_\_\_, building access card, and County issued identification.

Please make arrangements to return these items by contacting me or \_\_\_\_\_\_\_\_\_\_as soon as possible.

Sincerely,