

Agency Letterhead

Date: _____

CERTIFIED MAIL –_____
*Tracker Number***RETURN RECEIPT REQUESTED**

Mr./Ms. _____

Address _____

City _____

State _____

Zip Code _____

SUBJECT: Abandonment of Position

Dear _____

According to the official attendance records maintained by this department, you have not reported to your place of work since (xx/xx/xxxx). In accordance with Civil Service Rule 11.6, three consecutive work days of In accordance with Civil Service Rule 11.6, three consecutive work days of unauthorized absence constitute the normal period of abandonment of position.

This is to formally notify you of our intention to initiate dismissal action as a result of the abandonment of your position. Should you desire to explain, or justify your unauthorized absence, please submit such justification in writing to this office within ten days from the date of receipt of this letter. Your written justification will be considered in reaching a final decision regarding dismissal, other disciplinary action, or any other action deemed appropriate. Should you fail to respond within the ten days provided for in this notice, we may consider this as an indication of abandonment and initiate dismissal action.

Sincerely,

Appointing Authority*(Name, Title, Contact Information)*

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Personnel Action Instructions: Job Abandonment CS Form 12

OVERVIEW:

In compliance with C.S. Rule 11.6 this form is completed as notification to an employee deemed to have abandoned their position of employment by not returning to work at the appointed time. Three consecutive working days of unauthorized absence constitutes the period of absence specified to indicate job abandonment.

INSTRUCTIONS:

- 1) Ensure that the tenured employee has abandoned their position as specified in CSR 11.6 (a).
- 2) Notify the employee by preparing and completing CS Form 12 the Job Abandonment notification letter -- mailing in accordance with CS Rule 11.6(b).
- 3) Prepare personnel action-in Oracle (CS Form 2 for non-Oracle users) for dismissal and attached evidence of mailing.