

ABANDONMENT OF POSITION

PERSONAL & CONFIDENTIAL

Double Registered

Employee
Home Address

Dear (employee):

Abandonment of Position

Mr./Mrs (supervisor's name and title) has recommended that you be declared to have abandoned your position of (position title). Despite verbal and written notices you have failed to report to work.

Section 26 of the *Public Service Act* states that where an employee is absent without leave for more than one week, the employee can be declared to have abandoned his/her position. I have decided to accept Mr./Mrs. (supervisor's name) recommendation. Therefore, I declare you to have abandoned your position of (position title) and terminate your employment with the Government of the Northwest Territories effective the date of this letter.

Sincerely,

(Deputy Minister)

cc: Personnel File, Labour Relations & Compensation

bcc: Supervisor