



LEAVE MANAGEMENT SOLUTIONS
www.LeaveManagementSolutions.com

Leave Ended - Failure to Return To Work Voluntarily Terminated Letter –
Training Narrative (FDC1113)

Purpose: Use this letter when the employee failed to return to work and has let you know that they would like to resign from their position.

After you have downloaded the form from our webpage, save it to your computer.

We recommend grouping the letters/forms by leave type, and then have separate folders for the letters and forms. You may want to organize it like our Table of Contents so you can easily cross-reference our list with your folders to easily determine what letters you have or do not have.

Once the document is saved, open it so you can create your company template by updating all the **blue highlights** within the document.

The **yellow highlights** are employee specific details and will be changed with individual situations.

To update the blue highlights, begin by executing a “Find and Replace” for the word “Company.” Replace “Company” with your organization’s business name.

- Input your name and title.

You have successfully completed your template! Save it to be used when customizing the yellow highlights.

- The first few yellow highlights include the current date and the name and address of the employee. Date the letter the day it will be mailed to the employee
- Clarify what type of leave the employee was on: FMLA, CFRA, CFRA Baby Bonding, PDL. Enter the date the leave would have exhausted.
- Write the date that the employee let you know that they would not be returning to work.
- Reiterate the current leave type and date it would have ended. Write out the current return to work date. Input date that employee let you know they were voluntarily resigning.



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Once the letter has been completed, we recommend reading through it or having someone else proofread it to be sure that it makes sense and sections weren't missed. We also recommend sending the letter via regular and certified or return receipt mail so that there isn't any question that the employee has received the letter. Maintain a copy of the letter sent in the employee file, and if you are utilizing our Medical Leave Management (MLM) timeline (GE1007), update the timeline with the title of the letter and the date sent along with any other important dates such as a medical certificate expiration date, due dates, benefit expiration, etc.

Be sure to track and document ALL conversations with the employee as well as documents sent and received on the MLM timeline.

NOTE: If the employee is on a Workers' Compensation leave of absence, although they may no longer be eligible for an accommodation in the workplace due to their failure to respond your good faith efforts to accommodate them, be sure to comply with any state Workers' Compensation regulations.