**Leave Ended - Failure to Return to Work**

**Voluntarily Terminated (FDC1113)**

Send Certified and Regular Mail

Certification # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

NAME  
ADDRESS

Dear NAME:

**This letter is to confirm your current employment status with COMPANY. Your FMLA/CFRA/PDL leave will be ending soon, and on DATE, you notified us of your decision to voluntarily resign from your position rather than return to work following your return to work date of DATE**

Our records indicate the following:

* Your current FMLA/CFRA/PDLleave is supposed to end on DATE.
* Your return to work date was DATE
* You have notified COMPANY of your voluntary resignation on DATE

Your voluntary resignation will be effective [DATE—USUALLY THE DAY AFTER THE EMPLOYEE’S LAST DAY OF LEAVE OR ANOTHER AGREED-UPON DATE], the same date you would have returned to work following your FMLA/CFRA/PDLleave.

We would like to sincerely thank you for your time, dedication, and contributions during your employment with COMPANY. Your efforts have been valued, and we appreciate the role you played as part of our team. Please know that you are considered eligible for rehire, and if a position becomes available in the future that matches your skills and interests, we encourage you to apply. We would be happy to consider your application at that time.

If you have questions or need clarification regarding your employment status, it is important you immediately contact:

Name: NAME, TITLE

Phone: PHONE NUMBER