

June 15, 1985

Mr. Jack Morton  
1004 Greenbough Drive  
Regina, Saskatchewan

Dear Mr. Morton:

Our records reveal you have been absent from work without leave since June 6, 1985. During this interval, attempts have been made to contact you to determine if you intend to return to work. (Specify actions taken).

In accordance with the Public Service Act Regulations, this letter will serve to inform you that if you fail to report for work within seven (7) calendar days of receipt of this letter, you will be considered to have abandoned your position and your employment with the public service will be terminated.

Your intentions in regard to your future employment with the public service should be conveyed to: (Give name, title, address and phone number of contact person).

Yours truly

Director, Human Resources Branch – Department  
For Deputy Minister

Cc: Deputy Minister  
Personnel File – Jack Morton

(Note: This letter must be registered and have acknowledgement of receipt. This will ensure letter is delivered and will provide signed proof of receipt and date of delivery).