Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Job Title]

Subject: FINAL WRITTEN WARNING - JOB ABANDONMENT

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your continued absence from work without authorization or notification. According to our records, you have been absent from your scheduled shifts since [Start Date of Absence] and have failed to follow the company's call-in procedures.

Attempts to contact you via [Phone/Email/Text] on [List Dates] were unsuccessful. Your failure to report to work or notify your supervisor of your absence constitutes job abandonment and is a serious violation of company policy.

Required Action:
You are required to contact [Manager Name] at [Phone Number] or report to work immediately by [Time] on [Date]. You must provide a valid justification and documentation for your unauthorized absence.

Consequences:
Failure to respond to this letter or return to work by the deadline specified above will be interpreted as a voluntary resignation of your position. This is your final warning. Continued failure to adhere to attendance and notification policies will result in immediate termination of your employment.

Please acknowledge receipt of this letter immediately.

Sincerely,

[Your Name]
[Your Title]
[Company Name]