[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Re: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date], due to job abandonment.

Our records indicate that you have been absent from work since [Date of first absence]. During this time, you failed to report for your scheduled shifts and did not notify your supervisor or management regarding your absence. We attempted to contact you on [List dates/methods of contact attempts], but we received no response.

Per company policy, [Number] consecutive days of absence without notification is considered a voluntary resignation of your position. Since we have not heard from you, we have processed your separation from the company.

Regarding your final compensation and benefits:

- Your final paycheck, including pay for hours worked through [Last day worked], will be [mailed to your address/deposited] on [Date].
- [Optional: Information regarding accrued vacation pay].
- Information regarding your benefits and COBRA eligibility will be sent under separate cover.

Please return all company property, including [keys, badges, laptop, etc.], to the main office by [Date].

Sincerely,

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