[Current Date]

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

Subject: Acknowledgment of Voluntary Resignation due to Job Abandonment

Dear [Employee Name],

This letter serves as formal notification that [Company Name] is processing your separation of employment effective [Date of Last Day Worked], as a result of your voluntary resignation via job abandonment.

Our records indicate that you have been absent from work without authorization or notification since [Start Date of Absence]. We have attempted to contact you on [List Dates/Methods of Contact Attempts], but we have not received a response. According to company policy, failure to report to work for [Number] consecutive days without notice is considered a voluntary resignation of your position.

As a result, your employment is terminated effective immediately. Please find information regarding your final pay and benefits status below:

- **Final Pay:** Your final paycheck, including any accrued but unused vacation time (if applicable), will be [mailed to your address on file / deposited into your account] on [Date].
- **Benefits:** Your health insurance and other company benefits will expire on [Date]. You will receive a separate notice regarding COBRA eligibility.
- **Company Property:** Please return all company property, including [keys, laptop, ID badges, etc.], by [Date] to [Location/Person].

If you believe there has been an error or if there are extenuating circumstances regarding your absence that we should be aware of, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]