[Date]

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

Subject: Notice of Employment Separation - Abandonment of Position

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Date], due to job abandonment (Absent Without Leave).

Our records indicate that you have been absent from work since [Date of First Absence] without notification or authorization. We attempted to contact you via [Phone/Email/Mail] on [Date(s) of Contact Attempts], but we have received no response from you as of this date.

Per company policy, [Number] consecutive days of unexcused absence without communication is considered a voluntary resignation of your position. Consequently, we have processed your separation from the company.

Your final paycheck, including payment for work performed through [Last Day Worked] and any accrued benefits as required by law, will be [mailed to your address/deposited into your account] on [Pay Date].

Please return all company property, including [Keys/ID Badge/Laptop/Tools], to the main office by [Return Date].

If you believe there are extenuating circumstances regarding your absence that we should consider, please contact [Name/Department] at [Phone Number] immediately.

Sincerely,

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