

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear **[Employee Name]**,

This letter is to formally notify you that your employment with **[Company Name]** is terminated, effective **[Date]**.

Our records indicate that your approved maternity leave ended on **[Scheduled Return Date]**. We have attempted to contact you via **[Phone/Email/Letter]** on **[Dates of Contact Attempts]** regarding your absence; however, we have not received a response or a return to work. As you have failed to report to work or notify the company of your status following the expiration of your leave, we are treating this as a voluntary resignation through job abandonment.

Your final paycheck, including any accrued and unused vacation time (where applicable by law), will be **[mailed to your address / deposited into your account]** by **[Date]**.

Information regarding your benefits, including **[COBRA/Health Insurance/Retirement Plans]**, will be sent to you in a separate package.

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

If you have any questions regarding this notice, please contact **[HR Contact Name]** at **[Phone Number]**.

Sincerely,

[Your Name]

[Your Title]

[Company Name]