

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

[Date]

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

Re: Notice of Termination of Employment

Dear [Employee Name],

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

Your approved leave of absence expired on [Leave End Date]. According to our records and previous correspondence sent to you on [Date of Warning/Follow-up], you were expected to return to work on [Return Date]. You failed to report for your scheduled shift, and your subsequent absences on [Dates of Absence] have been unexcused.

Our records show that we attempted to contact you via [Phone/Email/Mail] on [Date] regarding your failure to return, but we received no response. Your failure to report to work or notify management of your continued absence is considered job abandonment under [Company Policy Number/Name].

As a result of this unexcused absence and your failure to follow return-to-work procedures, we are proceeding with the termination of your employment.

Details regarding your final paycheck, including payment for [accrued vacation/PTO, if applicable], and information concerning your benefits and COBRA eligibility will be sent to you under separate cover.

Please return all company property, including [keys, laptop, ID badge, etc.], to [Location/Person] by [Date].

Sincerely,

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