

[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 [Last Day of Leave Date], due to your failure to return to work following your approved personal leave of absence.

Your personal leave was scheduled to end on [Return Date]. According to our records, you did not report for work on that date, nor did you contact your supervisor to request an extension or provide a reason for your absence. We attempted to contact you via [Phone/Email/Letter] on [Date], but we have not received a response.

As a result, we are processing your separation as a voluntary resignation due to job abandonment.

Details regarding your final paycheck, accrued benefits, and COBRA health insurance coverage will be sent to you via [Mail/Email] under separate cover. Please return all company property, including [List Items: keys, laptop, ID badge], to the main office by [Date].

If you believe there has been a misunderstanding or if there are extenuating circumstances we should be aware of, please contact [HR Contact Name] at [Phone Number] immediately.

Regards,

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