

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Date], due to your failure to return from your approved sabbatical leave.

According to our records, your sabbatical leave ended on [Expected Return Date]. We have attempted to contact you via [Phone/Email/Mail] on [Dates of Contact Attempts] regarding your absence. As we have not received a response or an explanation for your failure to report to work, we are treating this as a voluntary resignation through job abandonment.

Your final paycheck, including payment for any accrued and unused vacation time (if applicable), will be [mailed to your address on file / deposited into your account] by [Date].

Regarding your benefits:

- Your health insurance coverage will end on [Date].
- Information regarding your COBRA rights will be sent to you under separate cover.
- Information regarding your [401k/Pension Plan] will be provided by the plan administrator.

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

If you believe there has been an error regarding your return date or if there are extenuating circumstances we should be aware of, please contact [HR Contact Name] at [Phone Number] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]