

[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 [Effective Date], due to job abandonment.

Your authorized leave of absence expired on [Leave End Date]. According to our records, you were expected to return to work on [Expected Return Date]. You failed to report for your scheduled shift and did not contact your supervisor to request an extension or explain your absence.

We attempted to contact you via [Phone/Email/Mail] on [Date(s)] regarding your absence, but we have not received a response. Under company policy, failure to report to work for [Number] consecutive days without notification is considered voluntary resignation through job abandonment.

Details regarding your final paycheck, accrued benefits, and COBRA information (if applicable) will be sent to you under separate cover at your address on file. Please return all company property, including [Keys/Laptops/ID Badges], to the main office by [Return Date].

Sincerely,

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