

[Date]

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

Re: Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Date], due to your failure to return to work following your military leave of absence.

Your approved military leave ended on [Expected Return Date]. According to our records and the guidelines provided under the Uniformed Services Employment and Reemployment Rights Act (USERRA), you were required to report back to work or apply for reemployment by [Required Reporting Date].

As we have not received communication from you regarding your intent to return, and you have not reported for duty as of the date of this letter, we are processing this as a voluntary resignation/abandonment of position.

Regarding your final compensation and benefits:

- Your final paycheck, including any accrued but unused vacation time (if applicable), will be issued on [Date/Method].
- Information regarding your COBRA health insurance continuation rights will be mailed to you under separate cover.
- Please return all company property, including [List items: keys, laptop, ID badge], to the main office by [Date].

If there are extenuating circumstances regarding your return that we are unaware of, please contact the Human Resources department immediately at [Phone Number].

Sincerely,

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