

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination - Job Abandonment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Date], due to job abandonment.

Our records indicate that you have been absent from work since [Date of first day of absence] without notification or authorization. According to our company policy, an unexcused absence of [Number] consecutive days without contact is considered a voluntary resignation and job abandonment.

We attempted to contact you via [Phone/Email/Certified Mail] on [Date(s) of contact attempts], but we did not receive a response.

Your final paycheck, which includes payment for hours worked up to [Last date worked] and any accrued vacation time (if applicable), will be [mailed to your address/deposited into your account] on [Date].

Please return all company property, including [keys, ID badges, laptops, etc.], to the main office by [Date]. Regarding your benefits, you will receive a separate package via mail detailing your options for [COBRA/Health insurance/401k].

If you believe there has been an error or if there are extenuating circumstances we should be aware of, please contact [Name/Department] immediately at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]