

Subject: Notice of Termination of Employment

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

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 to work following your scheduled bereavement leave.

Your approved bereavement leave ended on [Date]. According to our records, you were expected to report for your scheduled shift on [Date]. Since that time, you have failed to return to work and have not contacted your supervisor or the Human Resources department to request an extension or explain your absence.

As per company policy, your unexplained absence and failure to report for work are considered job abandonment. Consequently, we have processed your termination.

Regarding your final compensation and benefits:

- Your final paycheck, including pay 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].
- Information regarding your health insurance and COBRA rights will be sent to you in a separate mailing.
- Please return all company property, including [keys, badges, laptop, etc.], to the main office by [Date].

If you believe there has been an error or if there are extenuating circumstances you have not yet communicated, please contact [HR Contact Name] at [Phone Number] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]