

[Date]

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

Subject: Notice of Termination - Job Abandonment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated for cause, effective [Date], due to job abandonment.

Our records indicate that you have been absent from work since [Date of first absence]. Since that time, you have failed to report to work or notify your supervisor of your absences. We attempted to contact you on the following dates and methods without success:

- [Date] via [Phone/Email]
- [Date] via [Phone/Email/Certified Mail]

According to company policy, [Number] consecutive days of absence without notification is considered job abandonment and a voluntary resignation of your position. Because we have not heard from you, we are officially processing your separation as a termination for cause.

Details regarding your final pay, benefits, and the return of company property are as follows:

- **Final Pay:** Your final paycheck, including any accrued vacation time (if applicable), will be [mailed to your address/deposited] on [Date].
- **Company Property:** Please return all company property, including [keys, laptop, ID badge, etc.], by [Date].
- **Benefits:** You will receive a separate notice regarding your options for continuing health insurance coverage (COBRA), if applicable.

If you believe there are extenuating circumstances that prevented you from contacting us, please reach out to the Human Resources department immediately at [Phone Number].

Regards,

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