

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination - Job Abandonment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Date], due to job abandonment.

Our records indicate that you have been absent from work without authorization since [Date of first absence]. Since that time, you have failed to report for your scheduled shifts and have not contacted your supervisor or the Human Resources department to explain your absence.

We attempted to contact you via [phone/email/mail] on [Date(s) of contact attempts], but we have received no response. According to our company policy, [Number] consecutive days of absence without notification is considered voluntary resignation through job abandonment.

Your final paycheck, including payment for hours worked up to [Last date worked] and any accrued [vacation/PTO] (if applicable by law or policy), will be [mailed to your address/direct deposited] on [Date].

Please return all company property, including [keys, ID badges, laptops, tools], to the main office by [Date].

Information regarding your benefits and [COBRA/401k options] will be sent to you in a separate package.

If you believe there has been an error regarding your absence, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]