

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made due to your "No Call, No Show" absences on the following date(s): [List Dates]. Our company policy requires employees to notify their supervisor if they are unable to report to work. You failed to report for your scheduled shifts and failed to contact the company to provide an explanation.

Because you have been absent for [Number] consecutive days without notification, we are treating this as a voluntary resignation through job abandonment.

Your final paycheck, including any accrued benefits as required by law, will be [mailed to your address on file / deposited into your account] by [Date].

Please return all company property, including [keys, ID badge, laptop, etc.], to [Location/Person] by [Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]