

Subject: Notice of Termination of Employment

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Date], due to your failure to report to work.

Our records indicate that you have been absent from your scheduled shifts since [Date of First Absence]. According to our company policy regarding job abandonment, an unexplained absence of [Number] consecutive days without notification is considered a voluntary resignation of your position.

We attempted to contact you via [Phone/Email/Mail] on [Date(s) of Contact Attempts], but we did not receive a response from you to explain your absence or provide a return date.

Details regarding your final paycheck, including payment for any accrued vacation time (if applicable), will be sent to your address on file by [Date]. Your benefits coverage will end on [Date]. You will receive a separate package containing information on [COBRA/Health Insurance Portability] and other benefit-related matters.

Please return all company property, including [keys, ID badge, laptop, etc.], to the main office by [Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]