

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Effective Date], due to your unapproved leave of absence and job abandonment.

Our records indicate that you have been absent from work since [Start Date of Absence]. According to our records, you failed to obtain authorization for this absence and did not follow the company's call-in procedures. We attempted to contact you on [List Dates of Contact Attempts] via [Method of Contact: Phone/Email/Mail], but we have not received a satisfactory response or a definitive return-to-work date.

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

Your final paycheck, including payment for [mention any accrued vacation/PTO if applicable], will be [issued via direct deposit / mailed to your address on file] on [Date].

Please return all company property, including [List items: keys, laptop, ID badge, etc.], by [Return Date].

Information regarding your benefits and [COBRA/Health Insurance] will be sent to you in a separate package.

Sincerely,

[Your Name]

[Your Title]

[Company Name]