

[Date]

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

Re: Notice of Termination - Job Abandonment

Dear [Employee Name],

This letter serves as official notification that your employment with [Company Name] is terminated, effective [Date], due to job abandonment.

Our records indicate that you have been absent from work since [Date of First Absence] without notification or authorization. We attempted to contact you on [List Dates/Methods of Contact, e.g., May 5th via phone and May 6th via email], but we have not received a response or an explanation for your absence.

Per our company policy, failing to report to work or notify management of an absence for [Number] consecutive days is considered voluntary resignation through job abandonment.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for [hours worked/accrued PTO], will be [mailed to your address / direct deposited] on [Date].
- Information regarding your [Health Insurance/COBRA/401k] will be sent to you under separate cover.

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

If you believe there has been an error regarding your status, please contact [HR Name/Department] at [Phone Number] immediately.

Sincerely,

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