

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

[Date]

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

Subject: Final Notice of Termination - Job Abandonment

Dear [Employee Name],

This letter serves as formal 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]. Since that time, you have failed to report for your scheduled shifts and have not contacted your supervisor or the Human Resources department to provide a reason for your absence.

We have attempted to contact you on multiple occasions via [mention methods: phone, email, or previous letters] on [list dates of attempts]. Because we have received no response from you, we are processing this as a voluntary resignation through job abandonment.

Regarding your final compensation and benefits:

- Your final paycheck, including pay for all hours worked up to [Last date worked], will be [mailed to your address/deposited into your account] on [Date].
- [Optional: Information regarding unused vacation/PTO payout].
- [Optional: Information regarding COBRA or health insurance benefits will be sent under separate cover].

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

If you believe there are extenuating circumstances that prevented you from contacting us, please contact [Name/Department] at [Phone Number] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]