

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

[Date]

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

Re: Termination of Employment (Job Abandonment)

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date], due to job abandonment.

Our records indicate that you have been absent from work without notification or authorization for [Number] consecutive workdays, beginning on [Date of First Absence]. We attempted to contact you via [Phone/Email/Letter] on [Date(s) of Contact Attempt], but we have not received a response from you.

According to our company policy, failing to report to work or notify a supervisor of an absence for [Number] consecutive days is considered a voluntary resignation and grounds for immediate termination.

Your final paycheck, which includes payment for hours worked through [Last Day Worked] and any accrued [Vacation/PTO] (if applicable by law or policy), will be [mailed to your address/deposited into your account] on [Date].

Please return all company property, including [Keys, Laptop, ID Badge, etc.], by [Date] to the following location: [Location/Address].

Information regarding your benefits, including [COBRA/Insurance/401k], will be sent to you under separate cover.

Sincerely,

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