

[Date]

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

Re: Notice of Termination - 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 authorization since [Date of First Absence]. According to company policy, [Number] consecutive days of absence without notification is considered voluntary resignation through job abandonment. We attempted to contact you via [Phone/Email/Mail] on [Date(s)], but we have received no response or explanation regarding your absence.

As a result of your failure to report to work or follow call-in procedures, we have processed your separation from the company. Your final paycheck, including payment for [mention accrued PTO/vacation if applicable], will be [mailed to your address/deposited into your account] on [Date].

Please return all company property, including [keys, badges, laptop, etc.], to the main office by [Date]. Information regarding your benefits status and COBRA eligibility will be sent to you under separate cover.

If you believe there has been a misunderstanding or if there are extenuating circumstances we should be aware of, please contact [Contact Person Name] at [Phone Number] immediately.

Sincerely,

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