

**DATE:** [Current Date]

**TO:** [Employee Name]

**ADDRESS:** [Employee Address on File]

**RE: Notice of Voluntary Resignation via Job Abandonment**

Dear [Employee Name],

This letter serves to formally notify you that [Company Name] is processing your separation of employment effective [Date of Last Day Worked], as a voluntary resignation due to job abandonment.

Our records indicate that you have been absent from work without authorization or notification for [Number] consecutive workdays, starting on [Date of First Absence]. We have attempted to contact you via [Method of Contact, e.g., phone/email] on [Dates of Contact Attempts], but we have not received a response.

Per company policy, failing to report to work or notify a supervisor of an absence for [Number] consecutive days is considered a voluntary abandonment of your position. Therefore, we have accepted your actions as a voluntary resignation from your role as [Job Title].

Regarding your final compensation and benefits:

- Your final paycheck, including pay for hours worked up to [Date of Last Day Worked], will be issued on [Date] via [Payment Method].
- Information regarding your benefits and [COBRA/Health Insurance] eligibility will be sent to you under separate cover.

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

If there are extenuating circumstances that prevented you from contacting us, please contact the Human Resources department immediately at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]