

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

[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.

This decision was made because you have been absent from work without authorization for [Number] consecutive workdays, starting on [Date of First Absence]. According to company policy, failure to report to work or notify a supervisor of an absence for [Number] days is considered a voluntary resignation of your position.

We attempted to contact you via [Phone/Email/Mail] on [Dates of Contact Attempts], but we did not receive a response from you to explain your absence or your intent to return to work.

Your final paycheck, including payment for hours worked up to [Last Day Worked] and any accrued benefits, will be [mailed to your address/deposited into your account] by [Date]. Information regarding your benefits and COBRA coverage, if applicable, will be sent to you in a separate package.

Please return all company property, including [Keys, ID Badge, Laptop, etc.], to [Location/Department] by [Date].

If you have any questions regarding this notice, please contact [Name/Department] at [Phone Number].

Sincerely,

[Your Signature]

[Your Name]
[Your Title]