

[Date]

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

Subject: Notice of Job Abandonment and Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated, effective [Date], due to job abandonment.

Our records indicate that you have been absent from work for [Number] consecutive scheduled workdays, starting on [First Date of Absence]. During this period, you failed to report to work or notify your supervisor of your absence. This constitutes a violation of our company attendance policy regarding "No Call/No Show" procedures.

We attempted to contact you via [Phone/Email/Text] on [Date(s) of attempts], but we did not receive a response from you.

Because you have failed to report to work or contact us for [Number] consecutive days, we have determined that you have voluntarily resigned your position through job abandonment. Your final paycheck, including payment for hours worked and any accrued benefits, will be [mailed to your address/deposited] on [Date].

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

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

Regards,

[Signature]
[Printed Name]
[Title]
[Company Name]