

[Date]

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

Subject: Notice of Intent to Terminate Employment Due to Job Abandonment

Dear [Employee Name],

This letter serves as formal notification regarding your absence from work. Our records indicate that you have been absent from your position as [Job Title] since [Date of First Absence].

Since your initial absence, you have failed to report to work as scheduled and have not followed the company's call-in procedures to notify management of the reason for your absence. We have attempted to contact you via [Phone/Email/Text] on [Dates of Contact Attempts], but we have received no response.

As a result, your absence is currently being treated as job abandonment. It is our intent to terminate your employment effective [Date of Proposed Termination] if we do not hear from you by [Time] on [Date].

If there is a valid reason for your absence or if you intend to return to work, you must contact [Name of Contact Person] at [Phone Number] or [Email Address] immediately. Failure to respond by the deadline stated above will result in the permanent termination of your employment, and we will process your final paperwork as a voluntary resignation/job abandonment.

Sincerely,

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