

Subject: Notice of Termination - Job Abandonment

Dear [Employee Name],

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

Our records indicate that you have been absent from work since [Date of first day of absence] without notification or authorization. We attempted to contact you on [Date(s) of contact attempts] via [Method: phone/email], but we have not received a response.

Per our company policy, failing to report to work for [Number] consecutive days without notice is considered voluntary resignation through job abandonment. As you are currently within your probationary period, your employment is being terminated effective immediately.

Your final paycheck, including payment for hours worked up to [Last date worked], will be [mailed to your address on file/deposited into your account] on [Date].

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

Sincerely,

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