

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

[Date]

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

Re: Notice of Termination of Employment

Dear [Employee Name],

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

Our records indicate that you have been absent from work since [Date of First Absence] without authorization or notification. Following your absence, we conducted an investigation and attempted to contact you on the following dates/methods:

- [Date] via [Phone/Email]
- [Date] via [Certified Mail/Phone]

Because you failed to report to work, failed to follow our call-in procedures, and did not respond to our attempts to contact you during this investigation period, we have concluded that you have voluntarily abandoned your position.

Your final paycheck, including payment for [hours worked/accrued PTO, if applicable], will be [mailed to your address on file / deposited into your account] on [Date].

Please return all company property, including [keys, badges, laptop, etc.], to the main office by [Date]. You will receive a separate notice regarding your eligibility for benefits continuation under COBRA, if applicable.

Sincerely,

[Signature]

[Name of Sender]  
[Title/Position]  
[Company Name]