

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

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.

Our records indicate that you have been absent from work without authorization since [Date of First Absence]. According to our company policy, failing to report to work or notify a supervisor for [Number] consecutive days is considered job abandonment and 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 regarding your absence or your intent to return to work.

Your final paycheck, which includes payment for hours worked up to [Last Date Worked] and any accrued benefits as required by law, will be [mailed to your address/deposited into your account] on [Date].

Please return all company property, including [Keys, Laptop, ID Badge, etc.], to the office by [Date].

If you have questions regarding your benefits or COBRA coverage, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]