

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Current Date], due to job abandonment and unexcused absenteeism.

Our records indicate that you have been absent from work since [Date of First Absence]. Since that time, you have failed to report for your scheduled shifts and have not contacted your supervisor to provide a reason for your absence or to request leave. We attempted to contact you via [Phone/Email/Letter] on [Date of Contact Attempt], but we have received no response.

According to our company policy, failure to report to work or notify management of an absence for [Number] consecutive days is considered job abandonment and a voluntary resignation of your position.

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

Please return all company property, including [keys, ID badges, laptop, etc.], to the main office by [Date].

If you have questions regarding your benefits or COBRA coverage, please contact the Human Resources department at [Phone Number].

Regards,

[Your Name]

[Your Title]

[Company Name]