

Employment Status Update

Date: [Insert Date]

To: [Employee's Name]

Employee ID: [Employee ID]

Department: [Department Name]

From: [Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to formally inform you about your employment status with [Company Name]. Our records indicate that you have not reported to work since [last attendance date] and have not communicated regarding your absence.

As per company policy, we consider this situation as job abandonment. Consequently, your employment status is now classified as terminated due to abandonment of position, effective [date of termination].

If you have any questions regarding this matter or believe this notice is in error, please contact me at [your phone number] or [your email address] within [number of days] days.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]