

# Final Warning Letter for Job Abandonment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a final warning regarding your job abandonment. Despite previous discussions and warnings regarding your attendance, you have failed to report to work for [number of days] days without notification.

As per our company policy, it is imperative to inform your supervisor of any absences in a timely manner. Your actions have disrupted our operations and affected your colleagues.

You are required to contact [Supervisor's Name] by [response deadline date] to discuss your absence and confirm your intention to return to work. Failure to do so may result in further disciplinary action, up to and including termination of employment.

We value your contributions to the team and hope to resolve this matter promptly.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]