

Job Abandonment Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as a formal notice of job abandonment regarding your position at [Company Name]. As of [Last Day Worked], you have not reported to work and have not communicated with your supervisor or the HR department regarding your absence.

According to our company policy, an absence from the workplace without notification for [insert duration, e.g., three consecutive days] is considered job abandonment. Therefore, your employment with [Company Name] is officially terminated as of [Effective Termination Date].

If you have any questions or believe this notice was issued in error, please contact [HR Contact Name] at [HR Contact Information] before [Final Contact Date].

Thank you for your time at [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]