

## **Subject: Notice of Job Abandonment**

Dear [Employee's Name],

We hope this message finds you well. This letter serves as a formal notice regarding your absence from work. As per our records, you have not reported to work since [last working day], and we have not received any communication regarding your absence.

As outlined in our company policy, failure to report to work for [number of days] consecutive days without notification is considered job abandonment.

We urge you to contact us immediately to discuss your situation. If we do not hear from you by [final date], we will proceed with processing your termination as per our policy.

We sincerely hope to hear from you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]