

Job Abandonment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal notice of termination of your employment with [Company Name] effective immediately due to job abandonment.

Despite multiple warnings regarding your unexcused absences on [list dates], you have failed to report to work or communicate your absence as required by our company policy. These actions have left us with no choice but to terminate your employment.

We value our commitment to maintaining a productive workplace, and we must ensure that all employees adhere to their responsibilities.

Please arrange to return any company property in your possession, and your final paycheck will be processed in accordance with state and company policies.

If you have any questions, please feel free to contact [Contact Person] at [Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]