

# Job Abandonment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as a formal notice of termination of your employment with [Company Name] due to job abandonment. Our records show that you have not reported to work since [Last Working Day] and have not communicated with us regarding your absence.

As per our company policy, failure to communicate or report to work for [Number of Days] consecutive days is considered job abandonment. Therefore, your employment with [Company Name] is terminated effective immediately.

We invite you to participate in an exit interview on [Date] at [Time]. This is an opportunity for you to provide feedback regarding your experience with our company and discuss any final matters. Please confirm your attendance by contacting [Contact Person's Name] at [Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]