

Job Abandonment Termination Notice

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

This letter serves as a formal notice of termination of your contract with [Company Name] due to job abandonment. Despite our attempts to contact you regarding your unexplained absence from work starting on [Insert Date of Absence], we have not received any communication from you.

As per our company policy, a continued absence without notice for [insert number of days] days constitutes job abandonment. Consequently, your employment with [Company Name] will be terminated effective immediately as of [Insert Date of Termination].

Please return any company property in your possession by [Insert Return Date]. Your final paycheck, including any outstanding payments, will be processed and mailed to your address on file.

We regret that it has come to this, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]