

Job Abandonment Termination Notice

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee ID: [Employee ID]

Department: [Department Name]

Dear [Employee's Name],

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

We have noticed a pattern of absenteeism which includes the following:

- [Date of Absence 1]
- [Date of Absence 2]
- [Date of Absence 3]

Unfortunately, your lack of communication regarding these absences has led us to consider this behavior as job abandonment.

Please return any company property in your possession by [Return Date]. If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Name].

We appreciate your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]