

# 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.

According to our records, you have not reported to work since [Insert Date of Last Attendance] and have not provided any communication regarding your absence.

As per company policy concerning job abandonment, your employment is considered terminated as of [Insert Date].

## Final Pay Details:

- Final Pay Period: [Insert Pay Period]
- Total Hours Worked: [Insert Total Hours]
- Hourly Rate: [Insert Hourly Rate]
- Total Final Pay: [Insert Total Amount]

Your final paycheck will be processed and sent to your address on file within the next [Insert Number of Days] business days.

If you have any questions regarding this termination or your final paycheck, please contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]