

# Job Abandonment Termination Notice

Date: [Insert Date]

To: [Employee's Name]

From: [HR Department/Your Name]

Subject: Termination of Employment Due to Job Abandonment

Dear [Employee's Name],

We are writing to formally notify you that your employment with [Company Name] has been terminated effective immediately due to job abandonment. Our records indicate that you have not reported to work since [Last Day Worked], and we have not received any communication regarding your absence.

According to our company policy, failure to report for work without notification for [insert duration, e.g., three consecutive days] is considered job abandonment, resulting in automatic termination of employment.

Your final paycheck, including any accrued vacation pay, will be processed and sent to your last known address. If you have any questions regarding your final compensation or benefits, please contact the HR department.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]