

Job Abandonment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

This letter serves as a formal notice of termination due to job abandonment. Our records indicate that you have not reported to work since [Last Worked Date] and have not communicated your absence.

According to our company policy, any employee who fails to report to work for [Number of Days] consecutive days without notifying management is considered to have abandoned their job. Therefore, your employment with [Company Name] is terminated effective immediately.

Please return any company property in your possession by [Return Date]. You will receive your final paycheck, including any accrued vacation days, in accordance with our payroll practices.

If you have any questions regarding this notice, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip]