

# Job Abandonment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally notify you of your termination from [Company Name] due to job abandonment. According to our records, you have not reported to work since [Last Date Worked] without any prior notification or explanation.

Your absence violates our company policy regarding attendance, which prompted this decision. As a result, your employment with [Company Name] is terminated effective immediately as of [Termination Date].

Please arrange to return all company property in your possession, including but not limited to:

- Company ID badge
- Electronic devices (laptop, phone, etc.)
- Keys or access cards
- Any other company-owned materials

We request that you return these items by [Return Date] to ensure a smooth termination process. Failure to return company property may result in deductions from your final paycheck.

If you have any questions or need clarification regarding your final paycheck or this notice, feel free to 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]

[Company Address]

[City, State, Zip Code]