

Job Abandonment Termination Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

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

As of [Insert Last Day of Attendance], you have been absent from work without any notification or approval for [Insert Number] consecutive days. Despite our attempts to contact you, we have not received any communication regarding your absence.

According to our company policy, failure to report to work for three consecutive days without notification is considered job abandonment. Therefore, your employment with [Company Name] is terminated effective immediately.

We ask that you return any company property in your possession by [Insert Return Date]. Your final paycheck will be processed and mailed to your address on file.

If you have any questions regarding this matter, please feel free to contact us at [Insert Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]