

# Unauthorized Absence Contract Termination Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you that your employment with [Company Name] will be terminated effective [Termination Date] due to unauthorized absences from work.

As per our records, you have been absent from your duties without proper notification or approval since [Date of First Absence]. Despite our attempts to reach you and request an explanation, we have not received any communication from you, which has prompted this decision.

We value our employees; however, consistent attendance and communication are critical to our operations. As a result, we regret that we must proceed with the termination of your contract.

Please return any company property in your possession, including [list of items, e.g., keys, access cards, equipment], by [Return Date]. Your final paycheck, which will include any accrued benefits and unused vacation days, will be processed and sent to your address on file.

If you have any questions regarding this decision or the termination process, you may contact [HR Contact Name] at [HR Contact 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]