

Termination Request Due to Unauthorized Absence

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the termination of my employment, effective immediately, due to my unauthorized absence from work.

I acknowledge that my recent absence has violated company policy regarding attendance, and I take full responsibility for my actions. I believe it is in the best interest of the company and myself to terminate my employment at this time.

Please let me know if there are any further steps I need to take for the cessation of my employment. I appreciate the opportunities provided to me during my time at [Company's Name].

Thank you for your understanding.

Sincerely,
[Your Name]