

# Unauthorized Absence Exit Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally inform you that your absence from work beginning on [insert date] until the present date is considered unauthorized. Despite our previous communications, we have not received a valid justification for your absence.

As per our company policy regarding attendance and leave, your unauthorized absence has led to the decision to terminate your employment effective immediately. Your final paycheck will be processed in accordance with company policy.

We encourage you to return any company property in your possession at your earliest convenience.

If you have any questions regarding this letter or your final paycheck, please feel free to contact us at [company contact information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]