TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Job Termination Letter

Dear Mr. Tobias:

This letter is to inform you that as of August 5, 20XX your employment with Global Sales Services Inc. is being terminated for cause. Mr. London, your supervising manager, reports you have not reported to work for 5 days, nor have you called to explain your absence. On August 2, August 3, and August 4, Mr. London tried to reach you at the contact number contained in your employee file with no success. Due to the above, we have determined that you have abandoned your position with our organization.

Please contact me at **[Phone Number]** to arrange for the return of all company property. Our records indicate that you are in possession of a company cell phone, a company laptop, and a company credit card. If these items are not returned within seven (7) days of letter receipt, we will consider them stolen property and we will seek a legal remedy. In addition, we expect you to return your employee identification badge and any company-owned documentation you have in your possession.

Under company policy, you are not entitled to receive a severance package. During the next week you will receive a package by mail that will detail your eligibility to continue your healthcare coverage under COBRA. Your final paycheck will include payment for unused and accrued PTO days. You will receive another package in the mail explaining the handling and status of any other benefits you may be due. If you have any questions, please refer to the contact numbers listed within the information packages. We realize that under unique and rare circumstances an employee may not be able to report to work or to notify management. If you feel you fall into this category you are welcome to file a letter of appeal with the human resources office. Be advised you must provide documented evidence from a trusted and reliable source, such as medical records from a hospital accompanied by the testimony of a physician.

Sincerely,  
  
**[Signature]**