TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Job Termination Letter

Dear **[Employee name]**

Our records show that you have not reported to work at **[Company name]** since **[Date when absences began]** and have not contacted a direct supervisor or manager at **[Company name]** regarding these absences.

According to company policy, absence without notification for more than **[Number of days]** consecutive days is considered job abandonment. This letter is to inform you that your employment with **[Company name]** has been terminated effective **[Date]** for job abandonment. This is considered a voluntary resignation.

Please return any company property you may have immediately.

If you are eligible for benefits, a separate notification letter informing you of your rights will be sent to within 30 days.

Should you have any questions, please contact **[Contact name].**

Sincerely,

**[Manager name]**