TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of job termination

**[Date]**

Dear **[employee name],**

**[Company name]** has a strict report-to-work policy outlined as follows in our employee handbook: **[Language regarding job abandonment from the employee handbook].**

You have failed to report to work at **[Company name]** on the following occasions:

**[Incident one date and time]**

**[Incident two date and time]**

**[Incident three date and time]**

I personally attempted to contact you on the following occasions:

**[Contact attempt one]**

**[Contact attempt two]**

**[Contact attempt two]**

Other company employees tried to reach you on these occasions:

**[Employee name: contact attempt one]**

**[Employee name: contact attempt two]**

**[Employee name: contact attempt three]**

Since you did not report to your assigned shifts exceeding the limits listed in the employee handbook and also failed to contact myself or any other member of the management team, we are terminating your employment with **[Company name]**  effective immediately. Please note that since the decision to miss work without notice was your own, we consider your actions a voluntary resignation.

Please return any company property, including but not limited to [list of company property] by **[Date]** . If you would like to remove any of your personal effects from the office, please contact **[employee name],** at **[Phone number]** to set up a time to come in. If we do not hear from you by **[Date]** , we will dispose of any remaining belongings at that time. Any **[benefits]** you receive through **[Company name]**  will continue until **[Date]**  at which point you will no longer be eligible. You can contact **[employee name],**for more information regarding your termination if needed.

Sincerely,

**[Your name]**