TO

**[Receiver Name]**

**[Receiver Title]**

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

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Job Termination

Dear Leslie,

Truman's Lawn Care has a strict report-to-work policy outlined as follows in our employee handbook: "All employees will report to work within 30 minutes of their assigned shift. If the employee is ill or unable to work for another reason, the employee will contact the manager on duty within one hour of the start of their shift. Should an employee fail to report to work without notice or contact for more than three shifts (consecutive or non-consecutive), the employee will receive a letter of job abandonment and conclude their employment with Truman's Lawn Care." You have failed to report to work at Truman's Lawn Care on the following occasions:

March 1, 20XX at 8am

March 2, 20XX at 9am

March 5, 20XX at 8am

I personally attempted to contact you on the following occasions:

March 1, 20XX at 9am

March 1, 20XX at 10am

March 5, 20XX at 10am

March 5, 20XX at 11am

Other company employees tried to reach you on these occasions:

Ryan Bolden, General Manager: March 2, 20XX at 10am

Ryan Bolden, General Manager: March 2, 20XX at 11am

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 Truman's Lawn Care, 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 uniforms, cell phone and lawn care equipment, by March 12, 20XX. If you would like to remove any of your personal effects from the office, please contact Alex Martin at **[phone number]** to set up a time to come in. If we do not hear from you by March 12, 20XX, we will dispose of any remaining belongings at that time. Any healthcare benefits you receive through Truman's Lawn Care will continue until March 31, 20XX at which point you will no longer be eligible. You can contact Alex Martin for more information regarding your termination if needed.

Sincerely,