

[Your Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

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].

Andrew Whytock  
[Title]

cc: [Manager's Name]