**Job Abandonment Termination Letter**

**[Company Name]**  
**[Company Address]**  
**[City, State, ZIP]**  
**[Date]**

**[Employee Name]**  
**[Employee Address]**  
**[City, State, ZIP]**

Dear **[Employee Name]**,

This letter is to formally notify you that your employment with **[Company Name]** is being terminated, effective **[termination date]**, due to job abandonment.

As per company policy, employees who fail to report to work for **[number of consecutive days, e.g., three business days]** without notifying their supervisor or providing a valid reason are considered to have voluntarily abandoned their position. Since you have not reported to work since **[last working day]** and have not made any attempt to contact us, we must consider your actions as job abandonment.

Please return any company property, including **[list items such as laptop, ID badge, keys, documents, etc.]**, to the HR department no later than **[date]**. Your final paycheck, including any pending wages and accrued benefits as applicable by law, will be processed and sent to you.

Should you believe there are extenuating circumstances or if you have documentation to support your absence, please contact HR immediately at **[HR phone/email]**.

We regret that this action has become necessary and wish you the best in your future endeavors.

Sincerely,  
**[Your Name]**  
**[Your Title]**  
**[Company Name]**