**Legal Action Notice - Job Abandonment**

[Date]

[Employee Name]

[Address]

[City, State, ZIP Code]

Dear [Employee Name]:

As of the date of this letter, you have been absent from work since [date of last day of work or last day of approved leave]. Because your absence has not been approved, and we have not heard from you, we have determined that you have abandoned your position.

In accordance with our policy on job abandonment, we are terminating your employment effective [date].

Please return the following company property to [name/department] immediately:

[List items] [List items]

[List items] [List items]

If the above items are not returned by [date], [Company Name]may pursue all avenues to recover the equipment, including legal action.

Your final paycheck, including accrued but unused vacation leave, will be available [date]. You may pick up your final paycheck at [location]. If you would like your final paycheck to be mailed, please contact [name] at [phone number/e-mail].

You will receive information in the mail in the next few weeks regarding continuation under COBRA of any health care benefits in which you and your dependents are enrolled. Your health benefits will end effective [date]. Any questions regarding your health benefits and transition to COBRA can be addressed to [COBRA administrator name] at [phone number/e-mail].

*[\*\*Add additional benefits details here (e.g., supplemental medical and dental coverage, group term life insurance, dependent life insurance, flexible spending account, profit sharing, 401(k) plan, etc.). Check summary plan descriptions or plan documents to determine what benefits to include, andobtain a good description of how the termination will impact the plans and any opportunity for continuation. Also add contact information for plan administrators in case the recipient has questions about these benefit plans.*

To ensure you receive tax documents and other notices from [Company Name], please notify us if your address changes. If you have any questions, please contactme at [phone number/e-mail].

Sincerely,

[Name]

[Positione]