**Termination Letter for Absconding Employee (with Notice of Legal Action)**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

**[City, State, ZIP Cod**

**e]**

**Dear [Employee's Name],**

**This letter serves as formal notification of your termination from [Company Name], effective [Termination Date]. Your termination is a result of your unexcused and extended absence from work, which is classified as "job abandonment."**

**In addition, you have outstanding obligations to the company, specifically [briefly describe the obligation]. Despite previous notices, you have failed to meet these obligations. As a result, we are left with no choice but to pursue legal action to recover the debt.**

**Your final paycheck, inclusive of any outstanding benefits, will be processed and sent to your last known address.**

**We strongly advise you to seek legal counsel to understand the potential consequences of this legal action and address the debt promptly.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**