Job Abandonment Termination Letter Sample

**YOUR NAME**

City, State, Zip Code

email@example.com

Dear Mr. ---------,

This is a formal letter regarding your lack of attendance at work.

As of the date------- of this letter, you have failed to come to work in five weeks. We have made several attempts to contact you directly about this matter to no avail. You have not responded to phone calls or emails. This unexplained absence was not requested and never approved.

As we have no way of determining if you plan to return to work, we have no choice but to assume you have abandoned your ----------- position with us. Thus, in accordance with the company’s policy on job abandonment, we are accepting your resignation regarding your position as of [date], two weeks past your last day of work. You will receive a final check by mail that covers the period of those last two weeks. If you are due any other compensation, it will not be received until after Human Resources has reviewed this matter.

If there are extenuating circumstances about this matter that you want us to know, you must notify this office in writing immediately. Otherwise, we will assume you accept the terms of this letter. Your personal effects will be mailed to you and your currently suspended access codes will be terminated.

Sincerely,

[name]

[position]

[signature]