

Job abandonment immediate dismissal

Subject: Employment Termination - Job Abandonment

Dear [Employee Name],

Your failure to report to work or communicate with management for [number] consecutive days constitutes job abandonment under company policy. Despite attempts to contact you on [dates], we have received no response.

Your employment with [Company Name] is considered terminated as of [Date of last worked day]. This action is taken in accordance with our attendance policy, which you acknowledged in your employee handbook.

Please contact HR within [number] days to arrange return of company property and collection of personal items. Failure to respond will result in disposal of personal property and forfeiture of final pay as permitted by law.

HR Department

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/early-immediate-or-instant-dismissal-letter>