

Professional formal termination letter

Subject: Employment Termination Due to No Call No Show Policy Violation

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated effective immediately due to violation of our attendance policy. You have been absent from work without notification for [number] consecutive days, beginning [start date] and ending [end date].

As outlined in our employee handbook, failure to report to work or contact your supervisor for three consecutive scheduled workdays constitutes job abandonment and results in automatic termination. Despite your absence, no communication was received from you regarding your whereabouts or intent to return to work.

Your final paycheck, including any accrued vacation time as required by law, will be processed according to state regulations. Please return all company property, including [list items], to Human Resources by [date]. Your health insurance benefits will terminate on [date] as per company policy.

This decision is final and not subject to appeal under our progressive discipline policy due to the nature of job abandonment.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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