

Termination letter addressing potential medical leave confusion

Subject: Employment Status Clarification and Termination

Dear [Employee Name],

We are writing to clarify your employment status following your extended absence from work beginning [date]. Despite multiple attempts to contact you at [phone] and [email], we have received no communication regarding your absence or any request for medical leave.

Our records show:

- Last day worked: [date]
- Attempts to contact: [dates of attempts]
- No FMLA request submitted
- No medical documentation provided
- No response to certified mail sent [date]

Without proper medical documentation or communication, your absence is considered job abandonment under company policy. Therefore, your employment is terminated effective [date].

If your absence was due to a serious medical condition that qualifies for FMLA or ADA accommodation, please contact HR immediately at [contact information]. We will review any documentation you provide, though this termination stands unless properly contested within [timeframe].

[HR Director Name]

Human Resources

Get more templates here:

<https://www.lettersandtemplates.com/letters/no-call-no-show-termination-letter>