

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the Email address]

[Mention the date]

Subject- Job abandonment warning letter sample.

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

This letter is being sent to you to let you know that (Mention the company name). Is terminating your employment with them without cause effective (Mention d/m/y). Your team's manager (Mention the name), has noted that you haven't shown up for work in seven days and haven't contacted to explain your absence. On (Mention the date) and, (Mention date), and (Mention the date), (Mention the name) attempted to call you at the phone number shown in your personnel file, but she was unsuccessful. We have thus come to the conclusion that you have given up on your job with the Company.

To make arrangements for returning all the corporate property that is with you, please call me at (Mention the phone number). You have a business laptop, company phone, company credit card, and a company automobile, according to company records. All of these items will be deemed stolen, and we will pursue legal action if you don't return them all within (Mention the numbers) days of receiving this letter. Along with your employee identity card, you are required to return all company-owned documentation that you have in your possession.

Payment for unused Vacation days will be deducted from your final paycheck. You will get a letter in the mail on your eligibility for keeping your health insurance coverage before the end of the week.

Please make sure to include any supporting documentation from a reputable source.

Regards,

[Mention the name of the sender]

[Mention the phone number]

[Signature]