[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- job abandonment termination cover letter

Our records reveal that you have not reported to work at [mention the business name] since [mention the date of last absence] and that you have not contacted a direct supervisor or management at [mention the company name] about your absences.

Absence without notice for more than [mention the number of days] consecutive days is deemed job desertion, according to corporate policy. This letter is to tell you that your employment with [mention the business name] has been terminated due to job abandonment, effective [mention the date]. This is regarded as a voluntary departure.

If a person feels overworked and never has the opportunity to take a break, they may be inclined to leave their job in search of something better. You can avoid this by providing a decent amount of vacation time each year.

A job abandonment policy should spell out how many days of absence without notice constitutes abandonment, as well as the processes for managers and supervisors to reach the employee. Once you've written this policy, it should be included in your employee handbook.

Please immediately return any business property you may have.

If you are qualified for benefits, you will get a separate notice letter within [mention the date] advising you of your rights.

Please contact [mention the contact name] if you have any questions.

Sincerely,

Thank you very much,

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]