Termination letter: job abandonment (no call, no show)

[Company name]
[Address]

[Date]

Sent by [mail and email / certified mail] to [address and email on file]

Dear [Employee first name],

You were scheduled to work on [date], [date] and [date], and you did not report to work or contact your manager on any of those days. We tried to reach you by [phone on date, text on date, email on date] and did not receive a response.

Our attendance policy, in the [handbook section] you acknowledged on [date], states that [___] consecutive scheduled shifts missed without notice are treated as a voluntary resignation. As a result, your employment as [Job title] ended effective [date].

If you were unable to contact us because of an emergency, [a medical reason or other leave you may be entitled to], please contact [Name] at [phone] by [date] so we can review the situation.

Final pay and benefits
- Final paycheck: You will receive your final pay, including all hours worked through [termination date][and accrued, unused vacation or PTO as required by our policy or state law], on [date and method].
- Health insurance: Your coverage ends on [date]. [If the company has 20 or more employees or your state has a continuation law:] You will receive a separate notice explaining how to continue coverage under COBRA[or state continuation coverage].
- 401(k) or retirement plan: [Plan administrator] will send information about your account options.
- Other benefits: [Life insurance, FSA or HSA, commissions, bonus: state what happens to each.]

Company property
Please return [keys, badge, laptop, phone, uniforms, credit card] by [date]. [Explain how: drop off or prepaid shipping label.]

[State notices, if required: California employers attach the EDD pamphlet "For Your Benefit" (DE 2320). New York employers state the exact date benefits end, within five working days of termination.]

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If you have questions about your final pay or benefits, contact [Name] at [phone] or [email].

Sincerely,

[Name]
[Title]

Acknowledgment of receipt

I received a copy of this letter. My signature confirms receipt only, not agreement.

Employee signature	Date
Company representative	Date

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