**Standard Termination Letter for Absconding Employee**

**[Your Company Letterhead]**

**[Date]**

**[Employee's Name]**

**[Employee's Address]**

**[City, State, ZIP Code]**

**Dear [Employee's Name],**

**We are writing to formally notify you of your termination of employment with [Company Name], effective [Termination Date]. This decision is a result of your unexcused and prolonged absence from work, also known as "job abandonment."**

**Despite our attempts to contact you and address your absence, you have failed to provide any explanation, communication, or return to work. Your actions are in direct violation of our company's policies and demonstrate a lack of commitment to your role and responsibilities.**

**Your final paycheck, including any outstanding benefits, will be processed and sent to your last known address. Please return all company property, including [list of items], by [Return Date].**

**We wish you the best in your future endeavors.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**