Today’s Date

**Employee Name**

Street Address

City, State, ZIP

VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

Dear <Employee>:

This letter is official confirmation of your voluntary resignation effective <effective date> as a result of failing to report or call in to work since <first day of unauthorized absence>.

You have not reported to work for <number of consecutive days absent> consecutive days. We have tried to reach you on <number]> of occasions, however, we have been unsuccessful. We will consider your lack of response to indicate that you have abandoned your employment with <company name>.

You may contact <name, phone number> to make arrangements to pick up any personal belongings and to return company property that may be in your possession.

Your final paycheck is <enclosed>.

Sincerely,

**<Name>**   
<Title>