VHR Advisor Disclaimer: This is a sample document. It is suggested that you seek prior approval of a Human Resource attorney who has knowledge of the laws in your state.

Job Abandonment Letter

Date:

<Employee Name>
<Employee Address>

Dear <Employee>,

On <List date(s)> you failed to comply with <Company Name's> written attendance policy, which states, "Employee must notify direct supervisor by telephone at least one hour prior to scheduled started time in the instance that they are unable to come to work. "

We now conclude that you have abandoned your position with <Company Name>.

You will be paid on <Date>, for all time you have worked during the last pay period. Your paycheck will be mailed to the address we have on file unless otherwise notified.

If you have any questions, please call me at <phone number of manager>.

Signature of Manager: _____Date:_____

Distribution:

- ❑ original to personnel file
- ❑ copy to employee