

mark

Type your return address here

March 11, 2004

[Click **here** and type recipient's address]

Dear [Click **here** and type recipient's name],

This is to notify you that your employment with our company is terminated as of today.
The reason for your termination is job abandonment.

You have not been at work for five days nor have you made any effort to offer a
satisfactory explanation for your absence.

The enclosed check is for wages earned up to the date of your termination.

Sincerely,

mark

[Click **here** and type job title]