[Company Letterhead]

[Date]

[Employee’s Full Name]

[Employee ID]

[Employee’s Position]

[Employee’s Department]

**No Call No Show Termination Letter**

Dear [Employee’s full name],

This letter serves as formal notification of the termination of your employment with [company name], effective [effective date of termination].

Your starting date will be [Start Date], and your initial salary will be [Salary]. Your salary will be paid on a [weekly/bi-weekly/monthly] basis, starting [date of next pay period].

This action is being taken due to a violation of our company’s attendance policy, specifically relating to the no call no show incident(s) that occurred on [list dates of no call no show incidents]. As outlined in our employee handbook, which you acknowledged receiving and understanding, employees are required to notify their immediate supervisor or designated representative in the event of any absence from work. Failure to do so is considered a serious violation of our attendance policy.

Despite previous warnings and/or disciplinary actions [if applicable] taken in response to similar incidents, we have not seen an improvement in your attendance behavior. Your failure to report to work on the mentioned dates without any notification or acceptable explanation is considered job abandonment and has led us to take this action.

Please return all company property, including [list any company-owned items such as ID badges, equipment, keys, etc.], to [specify location and contact person] by [specify date and time]. Your final paycheck, which includes payment for all accrued and unused leave, will be [method of delivery or collection].

Should you have any questions regarding your final paycheck, benefits, or return of company property, please contact our Human Resources Department at [HR contact information].

We regret that this action has become necessary and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Graphical user interface, application

Description automatically generated with medium confidence](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)