

# No Call No Show Termination Letter

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Termination of Employment - No Call No Show

Dear [Employee's Name],

I hope this letter finds you well. I am writing to formally notify you of the termination of your employment with [Company Name]. This decision has been made due to your failure to report to work and the absence of any communication regarding your prolonged absence, commonly referred to as a "No Call No Show," which has resulted in a breach of our company's policies and procedures.

As you are aware, regular attendance and punctuality are crucial aspects of any productive and successful work environment. It is the responsibility of every employee to adhere to the established guidelines for reporting absences and requesting time off. Despite our best efforts to create a supportive and flexible work environment, your repeated failure to fulfill this basic obligation has led to severe disruptions in the operations of our team.

We have made multiple attempts to contact you through various means, such as phone calls and emails, but have received no response or explanation for your absence. This lack of communication has left us with no choice but to conclude that you have chosen to abandon your position at [Company Name].

In light of the above, effective immediately, your employment with [Company Name] is terminated. You will be paid for the hours worked up until your last documented working day, and any outstanding benefits and entitlements will be handled in accordance with local laws and company policy.

Please note that you are required to return any company property, keys, access cards, uniforms, or other assets entrusted to you during your employment within [number of days, usually 3 to 5] business days from the date of this letter.

If you have any questions or require further information regarding the termination process, please do not hesitate to contact [HR Manager's Name] in the Human Resources department at [HR Manager's Email/Phone Number].

We understand that this may be an unfortunate situation, but we must ensure the smooth functioning of our organization and the consideration of our other dedicated employees.

We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]