

(Copy on company letterhead)

Notice of Termination

(insert name)
(Insert Address)

April 27, 2009

Dear (insert name),

Given the circumstances that occurred this weekend and your not showing up for work today, (Insert date), we are treating this as job abandonment meaning that you have voluntarily terminated your position with the company. Your last date of employment was Friday, (insert date). Enclosed is your final check paying you through this date.

Given the sensitive nature and excessive misunderstandings, please be advised that we do not want you or your wife at any of our facilities or residences. The authorities have been notified of this as well. It is unfortunate that things have escalated to this point and we are sorry that things did not work out. We wish you the best with your future career endeavors.

Sincerely,

(insert name, title, company)