**EMPLOYEE TERMINATION LETTER DUE TO PROLONGED ABSENCE**

Dear ABC,

Subject: Termination of Employment

It is our unfortunate duty to inform you that your employment with (**add company name)** stands terminated from **(add date).**

The reason for termination is the multiple unexplained and uninformed leave of absence from work for prolonged periods that you have taken. You will receive your entitled severance package as per company policy. You will receive a statement detailing your accrued benefits.

**(Name of HR executive)** will discuss the final details with you as well as answer your question or doubts, if any. Kindly get in touch with him/her at the earliest to discuss your termination process and final package.

This action by us was deemed necessary. We wish you success in your future endeavors.

**Yours truly,**

**(Name)  
(Title)  
(Signature)**