

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Address]

Re: Notice of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Effective Date].

This decision has been made due to your habitual failure to adhere to the company's attendance and punctuality policies. Specifically, despite previous verbal and written warnings issued on [Date of First Warning] and [Date of Second Warning], there has been no sustained improvement in your attendance record.

Since [Start Date of Issue], you have recorded [Number] instances of unexcused absences and [Number] instances of tardiness. Reliable attendance is an essential requirement of your position, and your repeated failure to report to work as scheduled has caused significant disruption to our operations.

Your final paycheck, which includes payment for hours worked through your final day and any accrued [Vacation/PTO] time, will be [mailed to your address/available for pickup/direct deposited] on [Date].

Please return all company property, including [Keys, ID Badge, Laptop, etc.], by [Date/Time] to [Department/Person].

Information regarding your benefits, including [COBRA/Insurance/401k], will be sent to you under separate cover.

Regards,

[Signature]

[Name of Manager/HR Representative]
[Title]