

[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated for cause, effective immediately, [Date].

This decision has been made due to your chronic absenteeism. Specifically, you have been absent on the following dates without prior authorization or valid justification: [List Dates].

This behavior is a violation of our company attendance policy. Despite previous [verbal/written] warnings issued on [Dates of Warnings], your attendance has not met the required standards of your position.

Your final paycheck, including payment for hours worked through today and any accrued PTO (if applicable by law/policy), will be [mailed to your address / deposited into your account] by [Date].

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

Regarding your benefits, you will receive a separate notice containing information about your [COBRA/Insurance] options and retirement plan status.

Sincerely,

[Your Name]
[Your Title]
[Company Name]