

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated for cause, effective [Date], due to excessive absenteeism and failure to adhere to the company's attendance policy.

This decision has been made following several instances of unexcused absences and/or tardiness. Despite previous warnings issued on [Date of First Warning] and [Date of Second Warning], your attendance has not met the required standards of your position.

As of your final day, the following actions will be taken:

- Your final paycheck, including payment for hours worked up to [Date] and any accrued vacation time (if applicable by law), will be issued on [Date].
- Your access to company systems and premises is revoked effective immediately.
- Please return all company property, including [List items: keys, laptop, ID badge], by [Date].

Details regarding your benefits and COBRA eligibility (if applicable) will be sent to you under separate cover.

Sincerely,

[Your Name]

[Your Title]

[Company Name]