

[Date]

[Employee Name]
[Employee Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made due to your excessive absenteeism. Despite previous [discussions/warnings] on [Date(s) of warnings], your attendance has not met the required standards of your position. Since your last warning, you have been absent on the following dates: [List dates].

Your final paycheck, including payment for any accrued but unused vacation time, will be issued on [Date] via [Method of Payment]. Your healthcare benefits will continue until [Date]. Information regarding your right to continue coverage under COBRA will be sent to you under separate cover.

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

We wish you the best in your future endeavors.

Sincerely,

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