

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

[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Effective Date], due to your repeated violations of the company's attendance policy.

This decision was made following multiple documented instances of [unexcused absences / tardiness / no-call no-shows]. Despite previous [verbal warnings / written warnings / performance improvement plans] issued on [Dates of Warnings], your attendance has not met the required standards of your position.

Your final paycheck, including payment for hours worked up to your final day and any accrued [unused vacation/PTO], will be [provided to you today / mailed to your address on file / deposited on Date].

Please return all company property, including [keys, badges, laptop, credit cards], to [Department/Person] by [Time/Date]. Details regarding your benefits and COBRA coverage will be sent to you under separate cover.

If you have any questions regarding your final compensation or benefits, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

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