

[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, effective [Effective Date], due to unexcused absences.

Specifically, you were absent from work on [Date(s) of Absence] without prior authorization or notification. This behavior is in direct violation of our company attendance policy, which states [Briefly mention policy rule, e.g., "employees must notify management of any absence within two hours of their shift start"].

Prior to this action, you were issued [mention previous warnings, e.g., a verbal warning on Date and a written warning on Date] regarding your attendance. Despite these warnings, your attendance has not met the required standards.

Your final paycheck, including payment for [mention any accrued benefits like PTO if applicable], will be [sent via mail / deposited] on [Date]. Please return all company property, including [list items like keys, ID badges, laptops], by [Date].

If you have questions regarding your benefits or COBRA coverage, please contact [HR Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]