

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Effective Date], due to chronic tardiness and absenteeism.

This decision follows several documented instances of unexcused absences and late arrivals. Despite previous verbal warnings on [Date] and a written warning issued on [Date], your attendance has not improved to meet the requirements of your position.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to [Final Date], will be issued on [Date].
- [Optional: Payment for unused vacation/PTO time will be included.]

Please return all company property, including [List items: keys, laptop, ID badge, etc.], by [Date/Time] to [Department/Person].

Any questions regarding your benefits, including COBRA or retirement accounts, should be directed to [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]