

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

[Date]

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

Re: Termination of Employment during Probationary Period

Dear [Employee Name],

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

This decision is a result of your failure to meet the attendance requirements expected during your probationary period. Specifically, the company has noted the following instances of absenteeism: [List dates or summary of absences].

As outlined in your employment agreement and the company handbook, the probationary period is intended to evaluate suitability for the role. Reliable attendance is a core requirement of your position, and your frequent absences have hindered your ability to complete training and fulfill your job duties.

Your final paycheck, including payment for hours worked up to your final date and any accrued benefits as required by law, will be [issued via direct deposit / mailed to your address on file] on [Date].

Please return all company property, including keys, ID badges, and equipment, by [Date/Time].

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]