

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

[Date]

[Employee Name]
[Employee ID]
[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 [Date].

This decision has been made due to your repeated violations of the company's attendance policy. Specifically, this action follows [number] instances of [unexcused absences / tardiness / no-call no-shows] occurring on the following dates: [List Dates].

Our records indicate that you have previously received [verbal/written] warnings regarding your attendance on [Dates of Warnings]. Despite these warnings, your attendance has not met the required standards of your position.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to [Final Date] and any accrued PTO (if applicable), will be [issued on Date / mailed to your address].
- Information regarding your health insurance coverage and COBRA eligibility will be sent to you under separate cover.
- Please return all company property, including [keys, badges, laptop, etc.], by [Date].

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]