

[Current 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 immediately, [Date], due to excessive absenteeism.

Our records indicate that you have been absent from work on the following dates: [List Dates]. These absences have occurred despite previous [verbal/written] warnings issued on [Dates of Warnings].

Regular attendance is a fundamental requirement of your position. Your frequent absences have resulted in an unacceptable disruption to our operations and have placed an undue burden on your department.

Your final paycheck, which includes payment for work completed through today and any accrued unused vacation time, will be [mailed to your address/provided via direct deposit] on [Date].

Please return all company property, including [keys, badges, laptop, etc.], by [Date/Time] to [Location/Person].

Information regarding your benefits and [COBRA/Health Insurance] will be sent to you under separate cover.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]