

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Employment Termination

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Last Working Date], due to continued non-compliance with our attendance and punctuality policy.

This decision follows previous discussions and formal warnings issued on [Date of First Warning] and [Date of Second Warning] regarding your frequent [unexcused absences/tardiness]. Despite these notices, your attendance has not met the required standards of your position.

Your final paycheck, including payment for hours worked up to your final date and any accrued unused vacation time, will be [mailed to your address / deposited into your account] on [Pay Date].

Please return all company property, including [keys, ID badge, laptop, etc.], to [Department/Name] by [Time/Date]. Details regarding your benefits coverage and COBRA options will be sent to you in a separate package.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]