

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

[Date]

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

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

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

This decision has been made due to your continued chronic tardiness and absenteeism. Despite previous verbal and written warnings issued on [Date of First Warning] and [Date of Final Warning], your attendance record has not met the required standards of the company. Specifically, since your last warning, you have been absent or late on the following dates: [List Dates].

Your failure to adhere to the company's attendance policy has resulted in significant disruptions to our operations and team productivity. As a result, we are proceeding with your dismissal for cause.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked through today and any accrued unused vacation time, will be [issued today / mailed to your address on file].
- Your health insurance coverage and other benefits will terminate on [Date]. You will receive information regarding COBRA or benefit extensions under separate cover.

Please return all company property, including keys, ID badges, and laptop, to [Department/Name] by [Time/Date].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]