

[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 [Effective Date].

This decision has been made due to your repeated unexcused absences from work. Specifically, you were absent on the following dates without prior authorization or valid notification: [List Dates].

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

On your final day, please return all company property, including [List items: keys, laptop, ID badge, etc.]. Your final paycheck, including any accrued benefits, will be [mailed to your address / provided via direct deposit] on [Date].

Please contact [HR Contact Name] at [Phone/Email] if you have questions regarding your final compensation or benefits.

Sincerely,

[Your Name]

[Your Title]

[Company Name]