

[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], due to repeated violations of our attendance policy.

This decision has been made following several documented instances of unexcused absences and/or tardiness. Despite previous warnings issued on [Date of First Warning] and [Date of Second Warning], your attendance has not met the required standards of your position.

Your final paycheck, including payment for all hours worked up to this date and any accrued [vacation/paid time off], will be [issued via mail / deposited into your account] by [Date].

Regarding your benefits:

- Your health insurance coverage will end on [Date].
- Information regarding COBRA or benefit extensions will be sent to you under separate cover.

Please return all company property, including [keys, ID badge, laptop, etc.], to [Department/Person] by [Time/Date].

If you have questions regarding your final compensation or benefits, please contact [HR Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]