

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

[Date]

[Employee Name]
[Employee ID]
[Employee Address]

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 habitual absenteeism. Despite previous verbal and written warnings issued on [Date of First Warning] and [Date of Final Warning], your attendance has not met the required standards defined in our company policy.

Your final paycheck, which includes payment for work performed up to your final date and any accrued [Vacation/Paid Time Off], will be [issued via direct deposit / mailed to your address] on [Date].

Please return all company property, including [keys, ID badges, laptops, or credit cards], to the Human Resources department by [Time/Date].

Any information regarding your benefits, including COBRA or retirement accounts, will be sent to you in a separate package.

Sincerely,

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