

[Current Date]

[Employee Name]

[Employee ID]

[Employee Address]

Subject: Notice of Immediate Termination

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date], due to a severe breach of the company's attendance policy.

This decision follows [specific details of breach, e.g., three consecutive days of No-Call/No-Show or exceeding the maximum allowable absences]. Despite previous [warnings/discussions] on [Date(s)], your failure to adhere to the required schedule has resulted in this administrative action.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date and accrued PTO (if applicable), will be [issued via direct deposit / mailed to your address] by [Date].
- Information regarding your [Health Insurance/COBRA/401k] will be sent to you under separate cover.

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

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]