

[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 [Date].

This decision has been made due to your continued poor attendance record. Despite previous [verbal/written] warnings issued on [Dates of Warnings] regarding your frequent absences and/or tardiness, there has not been sufficient improvement to meet the requirements of your position.

Your final paycheck, which includes payment for hours worked up to your final date and any accrued [Vacation/PTO] as per company policy, will be [mailed to your address/provided via direct deposit] on [Date].

Regarding your benefits, you will receive a separate package by mail detailing information on [COBRA/Health Insurance/401k] options.

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

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]