

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: Termination of Employment Contract

Dear [Employee Name],

This letter serves as formal notification that your employment contract with [Company Name] is terminated, effective [Last Working Day/Immediate Date].

This decision has been made due to your unacceptable attendance record. Despite previous [discussions/warnings] on [Dates of Warnings], your attendance has not reached the standard required for your position. Specifically, you have had [Number] unexcused absences and [Number] instances of tardiness during the period of [Date] to [Date].

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to [Date], will be issued on [Date].
- Payment for accrued and unused vacation time will be [included in your final check/processed separately].
- Information regarding your benefits and [COBRA/Health Insurance] will be sent to you via mail.

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

We wish you the best in your future endeavors.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title]