

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date of Termination].

This decision has been made due to your repeated violations of the Company Attendance Policy. Specifically, you have incurred [Number] instances of [unexcused absences/tardiness] on the following dates: [List Dates].

Our records indicate that you have previously received [verbal/written] warnings regarding your attendance on [Dates of previous warnings]. Despite these warnings, your attendance has not improved to meet the required standards.

Your final paycheck, including payment for [accrued vacation/unused PTO] and any outstanding wages, will be issued on [Date] via [Direct Deposit/Mail].

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

Information regarding your benefits and [COBRA/Health Insurance] will be sent to you under separate cover.

Sincerely,

[Your Name]

[Your Title]

[Company Name]