

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately due to extended absenteeism.

Despite our previous discussions regarding your attendance issues, we have not seen an improvement. Your repeated absences have significantly impacted the operations of our team.

As per company policy, we are required to take this step to ensure the smooth functioning of our workplace. Your final paycheck will be processed and sent to you. Please return any company property in your possession.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]