

# Letter of Termination of Employment

Date: [Insert Date]

To: [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 [Last Working Day]. This decision has been made due to your chronic absenteeism, which has significantly impacted the operations of our retail team.

Despite previous discussions and warnings regarding your attendance record, there has been insufficient improvement. We appreciate the contributions you have made during your time here, but we must prioritize the needs of our business and team.

Your final paycheck, including any accrued vacation days, will be processed and sent to your address on record. Please return any company property in your possession before your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]