

# Termination of Employment

[Your Name]

[Your Job Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Organization Name] is being terminated effective immediately due to repeated attendance issues.

Despite multiple discussions regarding your attendance, there has been no significant improvement in your punctuality and overall presence at work. Your absence has not only affected your performance but has also placed an additional burden on your colleagues and our operations.

Your final paycheck, including any accrued vacation days, will be mailed to your address on record. Please ensure that all company property is returned to your supervisor by [specific date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]