

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment Due to Attendance Violations

Dear [Employee Name],

This letter serves as a formal notice of the termination of your employment with [Your Company Name], effective immediately due to repeated violations of our attendance policy.

Despite previous discussions regarding your attendance issues on [dates of meetings or warnings], you have continued to be absent without sufficient justification. As per our policy, consistent attendance is crucial to our operations and team performance.

Your final paycheck, including any accrued vacation time, will be processed and sent to your address on record. Please return any company property in your possession by [date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]