

Termination Letter Due to Excessive Absenteeism

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[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] is being terminated effective immediately due to excessive absenteeism.

Despite our previous discussions and efforts to address your attendance issues, we have not seen sufficient improvement. As stipulated in our company policy, continued unauthorized absences disrupt operations and affect your colleagues.

You are requested to return any company property in your possession no later than [return date]. Your final paycheck will include any remaining wages up to today.

If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]