

Employee Contract Termination Letter

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] is hereby terminated effective immediately due to your extended absenteeism.

Despite previous discussions regarding your attendance, we have not seen any improvement. We understand that circumstances can arise that may affect attendance; however, maintaining regular attendance is crucial for the operation of our business.

Your final paycheck, including any accrued vacation pay, will be processed and mailed to your address on file.

Please return any company property in your possession to the HR department. Should you have any questions regarding this termination or your benefits, do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Title]
[Company Name]