

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to consistent attendance problems during your probationary period.

Despite previous discussions regarding your attendance, there has been no significant improvement. We value punctuality and reliability as essential components of our workplace culture, and unfortunately, your attendance record does not meet these standards.

You will receive your final paycheck, including any accrued vacation pay, in accordance with company policies. Please return all company property by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]