

Termination of Employment Contract

Date: [Insert Date]

[Educator's Name]

[Educator's Address]

[City, State, Zip Code]

Dear [Educator's Name],

We are writing to formally notify you of the termination of your employment contract with [School/Institution Name], effective [Effective Termination Date]. This decision has been made due to your frequent absenteeism, which has affected your performance and responsibilities as an educator.

Despite previous discussions and warnings regarding the importance of consistent attendance, there has not been a significant improvement. We strive to provide our students with the highest quality of education, and regular attendance is crucial to achieve that goal.

We appreciate the efforts you have contributed during your time with us and wish you the best in your future endeavors. Please arrange to return any school property by [Return Date]. Your final paycheck will be processed according to the standard pay schedule, and any remaining benefits will be outlined in your termination documentation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[School/Institution Name]

[Contact Information]