

# Immediate Termination of Employment

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally notify you of the immediate termination of your employment with [Company Name], effective [Date]. This action is being taken due to your repeated violations of our attendance policy.

Despite previous warnings and discussions regarding your attendance issues, there has been no significant improvement. Your consistent absences have impacted the team's productivity and overall morale.

Please return any company property in your possession, and arrange with HR for the collection of your final paycheck and any unused vacation days.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]