

# Unauthorized Absence Dismissal Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your dismissal from [Company Name], effective immediately, due to unauthorized absences from work.

Our records indicate that you have been absent on the following dates without prior approval:

- [Date 1]
- [Date 2]
- [Date 3]

Despite our previous discussions regarding the importance of attendance and our policies concerning unauthorized absences, there has been no significant improvement in your attendance record.

We request that you return any company property in your possession. Your final paycheck will be mailed to your address on file.

If you have any questions regarding this matter, please contact [HR Contact Name] at [HR Phone Number] or [HR Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]