

Termination of Employment Due to Unauthorized Absence

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of the termination of your employment with [Company Name] effective immediately due to unauthorized absences.

As per our records, you have been absent from work without prior notification or approval for [number of days] from [start date] to [end date]. Despite previous warnings regarding attendance and the importance of keeping an open line of communication, there has been no explanation or attempt to contact your supervisor during this time.

This action is taken in accordance with our company policies, particularly our attendance policy outlined in the employee handbook. Your absence has impacted team productivity and workflow, and we must uphold the standards expected at [Company Name].

Please return any company property in your possession to the HR department by [return date]. You will receive your final paycheck, including any accrued vacation days, in accordance with state laws.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]