

# Termination Explanation for Unauthorized Absence

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to unauthorized absences. Our records indicate that you were absent from work without notifying your supervisor on [insert dates of absence]. This behavior is in violation of our attendance policy as outlined in the employee handbook.

Despite previous discussions regarding the importance of attendance, we have not seen a sufficient change. We take these matters seriously to maintain a productive work environment.

You will receive your final paycheck, including any accrued vacation pay, as per company policy. Please arrange to return any company property in your possession by [insert return date].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]