

Termination Notice

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment Due to Unauthorized Absence

Dear [Employee's Name],

We are writing to formally notify you that your employment with [Company Name] is being terminated effective immediately due to unauthorized absences from work.

Despite previous discussions regarding your attendance, you have failed to report to work without notification from [start date of absence] to [end date of absence]. This behavior is a violation of our attendance policy.

Please return any company property in your possession by [return date]. Your final paycheck, including any accrued vacation days, will be mailed to your address on record.

We regret that it has come to this decision and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]