

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that, following our recent discussions and the final warning issued on [insert date of final warning], your employment with [Company Name] will be terminated effective immediately, as of [insert termination date].

This decision has been made due to your ongoing attendance issues, which violate our company policy. Despite previous warnings and opportunities to improve, we have not seen any significant change in your attendance record.

We recognize the contributions you have made during your time with us. Your final paycheck, including any accrued vacation time, will be processed and mailed to you in accordance with our payroll schedule.

If you have any personal belongings in the office, please contact [HR/Your Supervisor] to arrange a time for collection.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]