

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that, following your final warning issued on [insert date of final warning], your employment with [Company Name] is being terminated effective immediately due to your continued tardiness.

Despite previous discussions and warnings regarding the importance of punctuality, you have consistently arrived late to work, which disrupts operations and affects team productivity. Unfortunately, we have no choice but to take this action.

Your final paycheck, including any unused vacation days, will be processed and sent to you within the next [insert time frame]. Please return any company property in your possession.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]