

Dismissal Letter for Repeated Lateness

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to repeated lateness.

Despite multiple discussions and warnings regarding your attendance issues, we have observed no significant improvement. Your consistent failure to arrive on time has impacted our team's productivity and morale.

As per our company policy, your last paycheck will be processed and sent to your address on file. Please return any company property in your possession by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]