

Employee Dismissal Letter

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 hereby terminated, effective immediately, due to your consistent tardiness.

Despite previous discussions regarding your punctuality and the expectations set forth in our employee handbook, there has been no noticeable improvement in your attendance. Your pattern of arriving late has impacted team productivity and morale.

Your final paycheck will be processed according to company policy and will include any accrued vacation days. Please return any company property in your possession.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]