

Termination of Employment Contract

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 excessive tardiness.

Despite our previous discussions regarding your habitual lateness and the impacts it has had on our operations, there has been no improvement in your attendance. As per our records, you have been late on [insert specific number] occasions over the past [insert time period].

This decision has not been made lightly, and we appreciate the contributions you have made during your time with us. Please ensure that you return any company property by [insert deadline] and feel free to reach out with any questions regarding your final paycheck or benefits.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]