

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 your employment with [Company Name] is being terminated effective immediately due to excessive late arrivals.

Despite multiple discussions regarding your tardiness and the impact it has on our team, there has been no significant improvement. As a company, we value punctuality and commitment to our work schedule.

Please return any company property you may have in your possession. You will receive your final paycheck, including any accrued benefits, no later than [Insert Date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]