

Final Warning and Termination Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as a final warning regarding your persistent tardiness and to inform you of your termination from [Company Name], effective immediately. Despite previous discussions and verbal warnings regarding your lateness, there has been no noticeable improvement.

Your attendance record is documented as follows:

- [Date] - Late by [Duration]
- [Date] - Late by [Duration]
- [Date] - Late by [Duration]

We value punctuality and reliability as key components of our work ethic. Unfortunately, your consistent tardiness has led to a disruption in our team's operations.

Please return any company property in your possession. Your final paycheck will be provided to you according to state law.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]