Notice of Termination

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] will be terminated effective [Last Working Day]. This decision comes as a result of your ongoing lateness, which has been a consistent issue despite prior discussions and warnings.

We have documented multiple instances of late arrivals, including [specific dates or instances]. Despite our efforts to support and address these concerns, there has been no significant improvement in your punctuality.

As per company policy, we are unable to continue your employment under these circumstances. Please arrange to return any company property before your last day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]