

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally notify you of the termination of your employment with [Company Name], effective immediately. This decision has been made due to your habitual tardiness, which has been addressed on several occasions.

Despite repeated discussions regarding the importance of punctuality and the impact of your lateness on team operations, your attendance record has not improved. We believe this action is necessary to maintain the standards of our workplace.

Please arrange to return any company property and finalize any outstanding matters with the HR department. Your final paycheck will be issued in accordance with company policy.

Thank you for your time with us. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]