

Official Notice of Job Termination

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Employee ID: [Employee ID]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is hereby terminated, effective immediately, due to consistent lateness and failure to meet the expectations outlined in your employment agreement.

Despite previous discussions and warnings regarding your tardiness, we have noticed no significant improvement. Punctuality is critical to our operations and team functionality, and we are unable to continue your employment under these circumstances.

Please return any company property in your possession, including keys, ID badges, and equipment. You will receive your final paycheck, including any accrued vacation days, in accordance with company policy.

Thank you for your time with [Company Name]. We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]