

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as formal notification of your termination from [Company Name] effective immediately due to chronic tardiness.

Despite multiple discussions regarding your repeated late arrivals, there has been insufficient improvement in your punctuality. Your consistent tardiness has negatively impacted the team's productivity and overall workplace morale.

As per our previous conversations and written warnings dated [insert dates], we are compelled to take this action. Your last day of employment will be [insert date if different from immediate termination].

Please arrange to return any company property and settle any outstanding matters by your last day of employment.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]