

[Company Name]
[Company Address]

[Date]

[Employee Name]
[Employee Position]
[Department]

Subject: Termination of Employment Due to Attendance Issues

Dear [Employee Name],

This letter is to formally inform you that your employment with [Company Name] is terminated effective [Last Working Day].

The decision has been made following repeated attendance issues, including [number] instances of unauthorized absence and [number] occasions of tardiness, despite previous verbal and written warnings dated [dates of warnings]. Consistent and reliable attendance is a critical requirement of your role, and unfortunately, there has not been sufficient improvement.

Your final paycheck, including any outstanding wages and accrued vacation pay (if applicable), will be provided to you on your last working day. Please return all company property, including keys, ID cards, and equipment, before your departure.

If you have any questions regarding your final pay or benefits, please contact [HR Contact Information].

We thank you for your efforts during your time with us and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]
[Manager/Supervisor Position]
[Company Name]