

# Termination Letter For Attendance

[Your Name]

[Your Title/Position]

[Your Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Subject: Termination Letter for Attendance

Dear [Employee's Name],

I hope this letter finds you well. I regret to inform you that after careful consideration and review of your attendance record, we have made the difficult decision to terminate your employment with [Company Name], effective [termination date]. The primary reason for this termination is your consistent and unacceptable pattern of attendance issues.

As an essential part of our team, maintaining regular attendance is crucial to ensuring the smooth operation of our organization and the timely completion of projects. We have previously discussed your attendance concerns and provided opportunities for improvement, but unfortunately, we have not witnessed the progress we had hoped for.

Specifically, your attendance record over the past [time period] has been as follows:

[Include a summary of the employee's attendance issues, including dates and reasons for absences or tardiness.]

We understand that unforeseen circumstances may arise from time to time, leading to occasional absences. However, your consistent failure to meet our attendance expectations has had a detrimental impact on both your colleagues and the overall productivity of the company.

As per company policy and the terms of your employment contract, this decision is final, and there will be no opportunity for reinstatement. You will receive your final paycheck, including any accrued and unused vacation days, on your regular payday following the termination date.

You are requested to return all company property, including access cards, keys, and any other assets, to the HR department on or before the termination date. Additionally, we will schedule an exit interview to discuss any final matters related to your departure.

Please know that this decision was not made lightly, and we genuinely regret that it has come to this point. We wish you the best in your future endeavors and hope that you can use this experience as an opportunity for personal and professional growth.

If you have any questions or require further clarification, please do not hesitate to contact the HR department at [HR Contact Email/Phone].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]