Date

To

Recipient Name

Title

School Name

Street Address City, ST ZIP Code

Dear Recipient Name:

With a lot of grief, I have to inform you that the company has decided to terminate you. We have a very strict attendance policy which you do not seem to follow at all. Your attendance records have been very poor since last two months. Uninformed absence has resulted in hiring extra staff making it very hard to manage the work load. This has affected the morale of fellow employees. We cannot allow any employee to break our policies and disrupt the discipline of our work place.

We arranged meetings with you to counsel you over this issue. Employees are allowed to take days off, but they have to inform us in due time. You have been repeating this behavior since last two months and it has become unacceptable now. Your absence has resulted in damaging our repute in front of our clients and we have lost our sales due to this reason. We have tried to train you over this issue, but we have observed no improvement.

The directors have therefore decided to terminate your employment without any further notice. Your last day of work will be (date). You can contact the HR for any formalities and questions that you might have. Please make sure to return all the office property you required to perform your duties. We wish you good luck for your future. Please let me know if you have any questions at all.

Regards,

Your Name

Street Address City, ST ZIP Code | Phone | Email