

Dismissal Letter for Repeated Absenteeism

Subject: Termination of Employment Due to Absenteeism

Dear [Employee Name],

This letter serves to inform you that your employment with [Company Name] is being terminated effective [date] due to repeated unauthorized absences. Despite multiple verbal and written warnings, there has been no improvement in attendance.

Please arrange for the return of company assets and complete exit formalities. Your final settlement will be processed according to company policy.

We wish you the best in your future endeavors.

Sincerely,

[HR/Manager Name]

[Designation]

[Company Name]

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