

Attendance-Related Dismissal

Subject: Employment Termination - Attendance Policy Violation

Dear [Employee Name],

Following multiple documented instances of excessive absenteeism and tardiness, and after providing you with warnings and opportunities for improvement, we must terminate your employment with [Company Name] effective [Date].

Your attendance record shows [specific details] which violates our attendance policy as outlined in the employee handbook. Despite previous discussions and written warnings dated [dates], the attendance issues have continued.

Please return all company property and complete exit procedures with HR by [Date]. Your final paycheck will reflect wages earned through your last day of work.

We encourage you to address these attendance challenges for future employment success.

Sincerely,

[HR Representative]

[Human Resources]

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