

Letter addressing repeated no call no show incidents

Subject: Termination Due to Pattern of Unexcused Absences

Dear [Employee Name],

Following our previous discussions and written warnings regarding your attendance, we must inform you that your employment with [Company Name] is terminated effective [date].

Your employment record shows the following unexcused absences without prior notification:

- [Date 1]: No call, no show
- [Date 2]: No call, no show
- [Date 3]: No call, no show

Despite receiving a verbal warning on [date] and written warning on [date], your attendance has not improved. This pattern of behavior violates our attendance policy and disrupts our operations and team productivity.

Your final compensation will include payment through your last day worked, [date]. Please coordinate with HR to return company equipment and complete your exit process. COBRA information will be mailed to your address on file.

We wish you success in your future endeavors.

Best regards,

[Supervisor Name]

[Department]

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