

## **Urgent termination message for essential roles**

Subject: URGENT - Employment Termination Effective Immediately

[Employee Name],

Due to your failure to report to work or communicate with management for your scheduled shifts on [dates], your employment with [Company Name] is terminated immediately.

As a [position title], your absence has created serious operational disruptions that we cannot sustain. Our policy clearly states that employees in critical positions who fail to show up or call in for two consecutive shifts face immediate termination.

Your access to all company systems has been deactivated. Please contact HR at [phone/email] within 48 hours to arrange return of company property and discuss final pay details.

This action is effective as of [date and time].

[Manager Name]

Operations Manager

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