

Empathetic termination letter offering assistance

Subject: Employment Termination with Support Resources

Dear [Employee Name],

It is with regret that I must inform you of your termination from [Company Name] effective [date]. Your absence from work for [number] days without communication has left us with no alternative under our attendance policy.

We understand that personal circumstances can sometimes overwhelm our ability to maintain work responsibilities. While we cannot continue your employment, we want to offer resources that might help during this transition:

- Employee Assistance Program: [contact information] - available for 30 days post-termination
- Local job placement services: [information]
- Unemployment benefits information: [relevant details]

Your final paycheck will be processed and mailed to your address on file. If you need to discuss payment timing or have questions about benefits, please contact our HR department at [contact].

We genuinely hope you can address whatever challenges led to this situation and wish you well.

Sincerely,

[HR Manager Name]

Human Resources

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