

Formal termination letter following union procedures

Subject: Employment Termination Following Grievance Process

Dear [Employee Name],

After following all required procedures under our collective bargaining agreement, your employment with [Company Name] is terminated effective [date] due to violation of Article [X] regarding attendance requirements.

Documentation shows you were absent without authorization or notification on the following dates: [list dates]. This action was taken following:

- Initial disciplinary meeting on [date]
- Union representative consultation
- Formal grievance period conclusion

Your union representative has been notified of this decision. As per our CBA, you have the right to file a grievance within [timeframe] if you believe this termination violates the agreement terms.

Final compensation and benefit information will be processed according to union contract specifications. Please contact HR to schedule your exit interview and property return.

Respectfully,

[Manager Name]

[Title]

CC: [Union Representative Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/no-call-no-show-termination-letter>