

## Formal Termination Letter for Poor Attendance

Subject: Termination of Employment Due to Attendance

Dear [Employee Name],

We regret to inform you that due to consistent absenteeism and failure to adhere to the attendance policy, your employment with [Company Name] is hereby terminated effective [Termination Date].

Despite multiple warnings and discussions regarding your attendance, no significant improvement was observed. Please return all company property and settle any outstanding dues before your exit.

We wish you the best in your future endeavors.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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