

Professional Email Termination Notice for Attendance

Subject: Employment Termination Notice

Hi [Employee Name],

This email is to officially inform you that your employment at [Company Name] will be terminated effective [Date] due to repeated attendance violations, despite prior warnings.

Please coordinate with HR to complete all formalities and return company assets.

Regards,

[HR Manager Name]

[HR Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/termination-letter-for-attendance>