

Serious Termination Letter Highlighting Attendance Issues

Subject: Termination of Employment “ Attendance Concerns

Dear [Employee Name],

It is with serious concern that we notify you of the termination of your employment effective [Date].

Repeated unapproved absences and poor attendance records have led to this decision.

Despite multiple written warnings, your attendance has not improved. All company property must be returned and final settlement will be processed by HR.

Sincerely,

[Supervisor Name]

[Designation]

[Company Name]

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