

Heartfelt Termination Letter for Attendance

Subject: Notice of Termination

Dear [Employee Name],

We understand that circumstances may have contributed to your recent attendance issues, however, we must inform you that your employment will be terminated effective [Date].

We truly value your contributions during your time here and encourage you to reach out for references for future opportunities. Please liaise with HR for your exit formalities.

With best regards,

[Manager Name]

[Company Name]

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