

Professional termination for chronic absenteeism

Subject: Employment Termination - Excessive Absenteeism

Dear [Employee Name],

Despite multiple verbal and written warnings, your attendance record continues to fall below acceptable standards required for your position.

Our records indicate [X] unexcused absences and [X] instances of tardiness over the past [time period], which significantly exceeds our attendance policy limits. Your last written warning dated [Date] clearly outlined the consequences of continued attendance issues.

Your employment with [Company Name] is terminated effective [Date]. This decision is based solely on your failure to maintain regular attendance as required by your job duties and outlined in company policy.

Please contact HR at [phone number] to arrange return of company property and discuss your final paycheck processing. Information about continuing your health insurance coverage will be provided during your exit process.

We wish you success in your future endeavors.

Sincerely,

[Supervisor Name]

[Department]

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