

Termination Letter for Attendance Issues

Subject: Termination Due to Attendance Policy Violation

Dear [Employee Name],

After repeated warnings regarding excessive absenteeism and failure to comply with the company's attendance policy, your employment with [Company Name] will be terminated effective [Termination Date]. Despite counseling and guidance, no improvement has been observed.

Please return all company property and complete exit procedures with HR. We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Designation]

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