[Your Name]

[Company Name]

[Date]

**RE:** Employment termination letter for poor attendance

Dear [NAME HERE],

This letter is being written to inform you that the company has taken their final decision about your termination as a [Manager] at [company name] due to your [poor attendance]. You have been given many verbal warnings by Mr. [NAME HERE] and written warning by the department dealing how this is affecting your work but you did not pay heed to them and did not improve your routine.

The company needs teamwork to improve and grow in scale but your attitude becomes the failure of an entire team, as you barely work three to four days a week. Teamwork is not possible with this attitude.

At the termination meeting, we have already received the company owned laptop and office keys from you.

Your final paycheck will be mailed to your email address. Your health care benefits will remain active for two months.

Thank you for rendering your services to our company. We wish you luck for the success in future.

Regards,

[NAME HERE]

[Title]