Company

Dear Mr. Bloodworth:

You have received three disciplinary notices within the past six months in conjunction with our conversations about your behavior. Unfortunately, we see no change in your performance. In the last year you have been late 33 times, absent without excuse on seven occasions, and late on all but one project deadline.

We rely on employees who are punctual and conscientious about attendance and deadlines. Our clients will look elsewhere if we cannot offer them dependable service. You have demonstrated an unacceptable pattern of behavior. Thus, we can no longer continue your employment at ACME Inc.

This decision is effective immediately. You will be paid two weeks salary.

Our policy is to give only title of position and dates of employment to companies seeking references. You can be assured the details of this situation will remain strictly a company matter.

We wish you the best in your future.

Sincerely,