**Employee Termination Letter for Attendance**

January 8, 20XX

Mr. Eric Jacobson

Sales Representative

M & Co

20 E Utica Street

Oswego, NY 12236

Dear Mr. Jacobson,

This letter is being written to inform you of your termination as Sales Representative at M & Co owing to your poor attendance. We have sent you three written warning (copies enclosed) detailing how your behavior may eventually affect your work but you have paid no heed to any of them. Mr. Leslie Neal (Sales Supervisor) has also spoken to you personally about your tardiness but we have not seen any change in your routine.

Please understand that M & Co is a team environment and any team member who is not delivering his work brings down the efficiency of the entire company. Since you make it to work barely three times a week, teamwork is not possible. We observed that the sales campaign that you were assigned to has not produced any results – the entire team was effected due to its failure.

It is my understanding that Mr. Neal offered you an unpaid leave so that you could sort out any issues that you may be facing which have resulted in poor attendance on your part. Your refusal to accept this offer confirms that you are non-serious to your work.

Please note that this termination is effective immediately. Mr. Neal will be with you after lunch so that you can hand over your tasks and any company information that you may have in your possession.

Regards,

[Sign Here]

Liam Bealson

Manager Human Resources

M & Co

Tel:

Email: