**TERMINATION LETTER DUE TO ATTENDANCE**

Dear Mr. Jones,

This letter is to inform you that your employment as an Account Executive in the Sales Department of The Manufacturing Plant will end as of September 20, 20XX.  This decision is final.

*We decided to terminate you for the following reasons:*

* On August 15, 20XX, you were absent from work without leave.  At that time, you received a formal written warning that your absence was in violation of company policy.
* On August 28, 20XX, you were absent from work without leave.  At that time, you received a second written warning about violating company policy and were notified that a third absence without leave within six months would result in your termination.
* On September 19, 20XX, you were absent without leave for a third time. You will receive your last paycheck today.  Your health care benefits will remain active for the next 60 days.

We ask that you return any company property such as phone, laptop, keys, and company ID card before the end of the day. If you have any questions about your compensation, benefits, of this company’s policies,

Best Regards,

Your supervisor