

Termination Letter for Attendance

From,
Edward Nieves
928-3313 Vel Av.
Idaho Falls Rhode Island 37232
(802) 668-8240

17-01-2014

To,
Margaret Joseph
508 3919 Gravida St.
Tamuning Washington 55797

Subject:

Dear Margaret Joseph,

This letter is to inform you that your employment has been terminated by our organization because of your irregularity. This decision was made by all the senior members of the board unanimously. As per the rules and regulations of the company, you have been taking too many holidays which is not acceptable.

Too many leaves without proper notice and continuation of that even after frequent notices and warnings resulted into this termination. You are a person of great capability. We wish you a bright future.

Your final paycheck is included with the letter. For further queries contact [name] in HR at [phone number and email].

Regards,
Signature
Edward Nieves
Your Position

