To Place:

The Employee Name, Date:

Employee ID,

Designation,

Department.

Sub: Termination letter.

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_,

This letter is to notify you about your termination from the services of the company because of unauthorized absenteeism. Your termination will be effective immediately from today i.e.\_\_\_\_\_\_\_(date).

You have been absent from work consecutively for **5 days** without any prior intimation to your head of the department. You have been issued with notices for similar behaviour in the past.

Keeping in view of all such issues you are terminated.

Kindly submit the company properties to the HR department and your pending dues will be paid after that.

We wish you all the best for your future.

For the Company Name,

Authorized Signatory.