Place:
Date:

Sub: Employment termination.

Dear Mr./Ms. **[Employee name]**,

You are hereby informed that your employment with us as a **[job title]** terminated effective the closing hours of **[date]** for your continued absences without any intimation.

According to the company’s terms and conditions, a continued absence without prior approval from a superior would result in the loss of employment.

Your severance pay and other dues if any will be paid until the above date if all conditions are met.

Kindly contact the HR department for any queries and concerns.

We wish you all the best in your future endeavours.

For **“Company Name”**,

Authorized Signatory.