**Sample Termination Letter for Absenteeism**

Mr. Danny Mendez,

Protocol Corp.,

45- Mint Street,

USA.

Dear Mr. Mendez,

We are very sad and feeling apologetic to inform you that you are being terminated from the company due to recurrent absenteeism even after proper notice. You are increasing your no. of leaves by 15 days in the precedent two months. The assignment which was supposed to close before a week is pending till now and it’s all because of your leaves.

You have been given many memos and still you go on continuing with the same and do not obey the company’s practice. This has enforced us to give out this termination letter to you. We voluntarily ask you to depart the company by the end of this month and your dues will be settled when you leave.

Thanking you

Mr. Sam Lawson

(Director Disciplinary Committee)

Protocol Corp.