Alexa Smith

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September 1, 2018

Rory Martin

18361 Plymouth Highway

Plymouth, MI 48170

Dear Rory,

This letter confirms the actions taken at our meeting today. Your employment with Martin-Spencer Manufacturing is terminated because of your attendance, effective immediately.

Your employment, as discussed during the termination meeting, is terminated because your attendance violates company expectations and policies. You have received three prior written warnings, that you signed and acknowledged. These warnings are in your [personnel file](https://www.thebalancecareers.com/employee-personnel-file-contents-1918218).

You have also been counseled repeatedly by your supervisor and given unpaid days off of work per our progressive discipline practices.

At this point in time, you have missed 20 more days of work than your accrued [PTO](https://www.thebalancecareers.com/paid-time-off-policy-pto-1918232) allows which has severely affected our shipping schedule and customers. You were offered an unpaid leave of absence which you refused.

We also offered to make accommodations if there were circumstances affecting your attendance. You refused any accommodation.

You have received your final [paycheck](https://www.thebalancecareers.com/what-is-a-paycheck-1918222) at the termination meeting. We have also received your gate entry card and your company supplied equipment. You have cleaned out your locker and should have no more personal items on our premises.

You will receive a letter from Human Resources with your final benefits information including the opportunity to extend your group [health insurance](https://www.thebalancecareers.com/health-insurance-benefits-foundation-1918146) through the Consolidated Omnibus Budget Reconciliation Act ([COBRA](https://www.thebalancecareers.com/cobra-regulations-for-human-resources-to-know-1918084)).

Please keep the company informed of your contact information so that we are able to provide the information you may need in the future such as your [W-2 form](https://www.thebalancesmb.com/what-is-a-w-2-form-398522).

Please let us know if we can assist you during your transition.

Regards,

Alexa Smith