Margaret Scott

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September 1, 2018

Martha Lee

123 Any Street

New Town, CA 55555

Dear Martha,

We met with you today to have one final discussion about the difficulty that you have demonstrated in getting to work on time. Your manager and I are disappointed that you saw no possibility that you would be able to improve your attendance.

On a manufacturing assembly line like ours, there is no way to produce our products unless every station is manned. Each subsequent station must receive the product from the prior station. When you are late, we have to ask another employee to work two stations. This cuts our assembly line production and forces our customers to wait for their products.

We have held two earlier discussions with you that were both [followed up with a written warning](https://www.thebalancecareers.com/sample-letters-of-reprimand-1917915). On both of those occasions, you said that you'd try to do better. This has not happened. You've been late to work four days in the past two weeks.

We also inquired about any possible problems that could be contributing to your tardiness and you told us there were no problems to share.

You will receive your final paycheck\* on the normal payday, next Friday. You can pick it up or we can mail it to your home on request. We collected your gate entry card at the termination meeting. Following our meeting, you cleaned out your locker and so you should have no more personal items on our premises.

You will receive a letter from the Human Resources department 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 Human Resources informed of your contact information so that we are able to provide the information that you may need in the future such as your W-2 Form and your COBRA letter.

Regards,

Margaret Scott

HR Director