Oct. 29, 20XX

Mr. Peters,

This separation letter is to inform you that your employment with Acme Internet Inc. will end as of October 29, 20XX. This decision is not reversible.

We decided to terminate your employment for these reasons:

On September 29, 20XX, you were absent from work without leave. At that time, you were given a formal written warning that your absence violated company policy.

On October 18, 20XX, you were again absent from work, without leave. At that time you were given a second warning and informed that a third case within a year would result in your termination.

On October 28, 20XX, you were absent from work without leave a third time, resulting in your termination.

Included with this letter of employment termination is your final paycheck.

Your health care benefits will remain in effect for 60 days.

You are requested to return any company property such as laptops, keys, and books before the end of the day.

Also, please keep in mind that you have signed a non-solicitation agreement. Please review the attached copy.

If you have questions about compensation, benefits, company property or policies you have signed, please contact Jane Doe at 555-0600.

Yours,

Francis Bacon