February 19th, 20XX

Dear Nancy,

This letter confirms that your employment with Musicology, Inc. will be terminated, effective as of February 25th, 20XX.

We have come to the decision to terminate your employment for the following reasons:

On December 21st, 20XX, you were absent from work without approved leave. We provided you with a formal written warning at this time, explaining that this absence violated our company's attendance policy.

On January 17th, 20XX, you had a second absence from work without approved leave. You received a second written warning and were informed a third warning would result in your dismissal.

On February 15th, 20XX you had a third absence without leave, resulting in your termination.

Your last paycheck will be mailed to your address. Your healthcare benefits will remain in effect for 60 days from your termination date of February 20th.

We request that you please return your keys and company laptop by end of day tomorrow.

Please keep in mind that you have signed a non-disclosure agreement, which is attached for your review.

If you have any questions regarding your compensation, benefits or policies, please contact HR manager, Jessica Stine at 333-444-777 or jstine@musicology.com.

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Best Regards,

[Name]