

SAMPLE TERMINATION LETTER

October 27,2000

**William Shakes
120 Turtle Street
Any town, USA 50000**

Dear William:

Your work has been excellent, but your absentee record is about to overshadow your work record. One requirement of this job is regular attendance. We have difficulty scheduling our operations when we cannot depend on your attendance.

This subject has been discussed several times before, and you have received two previous letters warning you that if this type of behavior continued, it would be grounds for termination. It is with regret that I inform you that your services here are no longer needed.

We have enjoyed you and your work here and wish you the best in future employment.

Sincerely,