[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

RE: Termination of Employment - No Call No Show

I hope this letter finds you well. As an essential part of our organization, it is important for every employee to adhere to established policies and maintain a high level of professionalism. It is with great regret that I must inform you that your employment with [Company Name] is hereby terminated, effective immediately, due to your repeated instances of no call no show.

Over the past [timeframe], you have been absent from work without providing any notification or justification. This behavior is in direct violation of our company policies, specifically outlined in the Employee Handbook, which clearly states the expectations regarding attendance and communication protocols.

As an employee, it is your responsibility to inform your supervisor or the appropriate department in advance if you are unable to attend work due to unforeseen circumstances. Failure to do so not only disrupts the workflow but also hampers the efficiency and overall productivity of the entire team. Moreover, it reflects poorly on your commitment to your role and the values of our organization.

We have made numerous attempts to address and rectify this issue through verbal and written warnings. However, despite these efforts, there has been no improvement in your attendance and communication. This continuous absence without any valid reason has left us with no choice but to proceed with the termination of your employment.

Please understand that this decision was not taken lightly, and we have considered all relevant factors before reaching this conclusion. We value our employees and believe in providing a fair and supportive work environment for everyone. However, your consistent no call no show incidents have impeded our ability to maintain a productive workplace.

Any outstanding payments, including wages for hours worked up until the termination date, will be processed according to our regular payroll schedule. Additionally, we will provide you with the necessary information regarding your employee benefits, such as COBRA, unemployment insurance, and any accrued vacation or sick leave, as applicable.

We kindly request that you return all company property, including keys, access cards, uniforms, and any confidential or proprietary information, to the Human Resources department by [deadline - typically within a few business days].

Please be aware that this termination is final and will be documented in your employment record. References provided by our company will be limited to confirming your dates of employment and job title.

If you have any questions or concerns regarding this termination, please do not hesitate to contact the Human Resources department at [HR contact details].

We wish you the best in your future endeavors and hope that you will take this experience as an opportunity for personal growth and improvement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]