

Employee Termination Notice Form

Reason: Attendance Issues (Tardiness / Absenteeism)

This **employee termination notice form** sample is designed to document attendance issues effectively, ensuring clear communication between employer and employee. It serves as a formal record to address repeated tardiness or absenteeism, supporting HR compliance and workplace policies. Using this form helps maintain transparency and accountability during the termination process.

Employee Information	Details
Employee Name:	
Employee ID:	
Department:	
Position:	

Dates of Attendance Issues:

List specific dates or incidents

Summary of Previous Warnings & Actions Taken:

Detail prior verbal/written warnings or corrective actions

Reason for Termination:

Repeated attendance issues: excessive tardiness and/or unexcused absences, despite prior warnings and corrective measures.

Termination Effective Date:

HR Representative:

Manager/Supervisor:

Employee Acknowledgement & Signature:

Employee Signature

Date: