**Employee Termination Letter – with a cause – attendance**

August 29, 202X

Mr. Neumann,

This separation letter is to inform you that your employment with BM Enterprise will end as of August 29, 2019. This decision cannot be changed.

We decided to terminate your employment for the following reasons:

On May 29, 2019, you were absent from work without leave. At that time, you were given a formal warning, in writing, that your behavior violated company policy.

On June 18, 2019, you were again absent from work, without leave. At that time, you were given a second warning, and you were informed that the third incident within a year would result in your termination.

On July 28, 2019, you were absent from work without leave a third time, therefore we found ourselves in the position to terminate you.

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

Your health care benefits will remain in effect for 35 days.

Please be aware that you have signed a non-compete agreement. We have attached a copy.

You are requested to return all company property, including your car, cell phone, laptop, and ID badge before the end of the day.

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

Yours,

Mary Smith