

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Insert Termination Date]. This decision has been made as a result of your violation of company policy, specifically [describe the policy violated].

Despite previous discussions regarding your conduct, we have not observed the necessary improvements. The continued violation of company policy undermines our commitment to maintaining a productive and safe work environment for all employees.

Please return any company property in your possession by [Insert Deadline for Return of Property]. You will receive your final paycheck along with any accrued benefits in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]