

# Immediate Termination Notification

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated immediately, effective [Insert Date]. This decision has been made due to [briefly state the reason, e.g., violation of company policy, poor performance, etc.].

Please arrange to return any company property in your possession, such as keys, documents, and electronic devices, by [Insert Deadline]. Your final paycheck will be processed and sent to you within the next [Insert Time Frame, e.g., two weeks].

If you have any questions or need further clarification regarding this termination, please do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]