

# Termination of Employment

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated, effective immediately, due to a violation of company policies.

Despite prior warnings and discussions regarding your conduct, [briefly specify the violation, e.g., "failure to comply with the company's attendance policy"], the necessary improvements have not been made.

We take such violations seriously to maintain a positive and productive workplace environment. As per Section [specify section] of the Employee Handbook, this decision is final.

You will receive your final paycheck, including any accrued vacation days, in accordance with state laws and company policy.

Please return any company property in your possession by [include a date].

If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Information].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]