

# Termination Letter for Misconduct

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to misconduct.

This decision was made after a thorough investigation into the following incidents:

1. [Details of incident #1]
  2. [Details of incident #2]
- (Add additional incidents as necessary)

As per our company policy, your actions constitute a violation of our code of conduct, and therefore we have no alternative but to terminate your employment.

You will receive your final paycheck, including any accrued vacation days, within the next pay period.

Please return all company property no later than [Return Date].

If you have any questions regarding your termination, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Position]