

# Job Termination Letter

Date: [Insert Date]

[Employee's Name]

[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 violations of company policies as outlined in our employee handbook.

This decision has been made after a thorough review process, and it is based on the following violations:

- [Specific Violation #1]
- [Specific Violation #2]
- [Specific Violation #3]

Please return all company property, including [list items], by [insert deadline]. Your final paycheck will be processed and sent to your address on file.

We appreciate your contributions during your time with us and wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]