

# Termination of Employment

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 being terminated effective immediately as of [Insert Date]. This decision has been made due to your repeated misconduct, specifically [briefly describe the misconduct, e.g., failure to adhere to company policies, inappropriate behavior, etc.].

Despite previous warnings and discussions about your behavior on [insert dates of previous warnings/discussions], we have not seen sufficient improvement. This action is necessary to maintain the standards and integrity of our workplace.

We request that you return any company property in your possession by [insert deadline]. You will receive your final paycheck, including any accrued vacation time, in accordance with our payroll policies.

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

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]