

Employee Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

This decision is made after careful consideration of your actions, which include [briefly describe misconduct]. We believe this behavior is inconsistent with our company's values and policies.

You will receive your final paycheck, including any accrued vacation days, during the next payroll cycle. Please return any company property no later than [insert date].

If you have any questions, feel free to reach out to [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]