

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 as of [Insert Termination Date]. This action is being taken due to repeated violations of company policies as outlined in our Employee Handbook.

Despite previous warnings regarding your conduct, it has become clear that there has been no improvement. Specifically, we refer to the incidents on [insert dates of violations], which violated our policies on [insert relevant policies].

We appreciate your contributions to the company during your tenure and wish you the best in your future endeavors.

Please arrange to return any company property in your possession. Your final paycheck, including any accrued benefits, will be processed as per our payroll schedule.

If you have any questions regarding your termination, please feel free to contact [HR Manager's Name] at [HR Manager's Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]