

Termination of Employment

[Your Company Letterhead]

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 repeated unsafe work practices.

Despite previous discussions regarding your adherence to safety protocols and guidelines, we have observed continued violations that put you and your co-workers at risk.

Your final paycheck, including any accrued vacation pay, will be mailed to your address on record.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]