

# 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 terminated effective immediately due to a violation of our company ethics policy.

The decision was made after an extensive review of the circumstances surrounding your actions. [Briefly describe the violation and any relevant details, if appropriate]. This behavior is inconsistent with our values and the professional standards we expect from our employees.

Please return any company property in your possession by [Insert Deadline]. Your final paycheck will be processed according to the usual schedule and will include any accrued benefits as applicable.

If you have any questions or need further assistance regarding your termination, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]</p>