

# Employment Termination Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Dear [Employee Name],**

This letter serves as an official notice of your termination from [Company Name], effective [Termination Date]. This decision has been made due to violations of the company's policies, specifically [briefly outline the specific policy violations].

We value the contributions you have made to [Company Name], but the violations of our policies have left us with no alternative but to terminate your employment.

Please return any company property in your possession, including [list any specific items, if applicable], no later than [return date]. You will receive your final paycheck, which will include any vacation pay and other applicable compensations, on [date of final paycheck].

If you have any questions regarding your benefits or the details of this termination, please contact [HR Representative's Name] at [HR Representative's Phone Number or Email Address].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]