

# Employment Termination Letter

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 being terminated effective immediately due to misconduct, specifically [briefly describe the misconduct, e.g., violation of company policy, inappropriate behavior, etc.].

Despite previous warnings and discussions regarding your conduct, there has not been sufficient improvement. Therefore, we have no choice but to proceed with your termination.

Your final paycheck will be provided to you, along with information regarding your benefits and any other necessary paperwork.

We encourage you to reflect on your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]