

# Employee Separation Notice

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 violations of the company's ethical policies.

Despite previous discussions regarding your behavior and adherence to our ethical standards, it has become clear that these violations are serious and warrant immediate termination. Our decision is based on [briefly describe the specific violation(s) if appropriate].

Please return any company property in your possession to [designated contact person] by [return date]. Your final paycheck, including any accrued vacation pay, will be processed and sent to your home address on file.

We thank you for your past contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]