

# 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 repeated infractions of company policies. Despite multiple warnings and opportunities for improvement, the necessary changes in behavior have not been observed.

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Please arrange to return any company property and settle any outstanding matters with the HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]