

Employee Termination Letter

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

After careful consideration, we regret to inform you that your employment with [Company Name] is terminated effective immediately due to ongoing behavior issues that violate our company policies.

Despite multiple warnings and opportunities for improvement, we have observed a pattern of behavior that is not aligned with the values of our organization. This decision was not made lightly, and we have thoroughly reviewed your performance.

Your final paycheck, including any accrued vacation time, will be processed and mailed to you within the next [number of days] days.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]