

Employee Termination Letter

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as a formal notification of your termination from [Company Name], effective immediately, due to multiple violations of company policies.

On [Insert Date(s)], you were made aware of the following policy violations:

- [Details of Policy Violation 1]
- [Details of Policy Violation 2]
- [Details of Policy Violation 3]

Despite previous warnings and discussions regarding your conduct, you have not shown sufficient improvement or adherence to our company standards.

Please return all company property in your possession, including [list any items such as keys, ID badges, laptops, etc.], by [Insert Deadline for Returning Property]. Your final paycheck will be processed and mailed to your address on file.

If you have any questions regarding your final paycheck or benefits, please contact [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]