

Employee 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 terminated effective immediately, as of [Insert Date]. This action is taken due to your inappropriate behavior, which violates our company policies and code of conduct.

Please return all company property, including keys, equipment, and documents, by [Insert Return Date]. You will receive your final paycheck, including any unused vacation days, in accordance with state law.

If you have any questions or need further information, please contact [HR Contact Name] at [HR Contact Email].

Thank you for your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]