

# Employee Termination Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately as of [Date]. This decision has been made due to your ongoing insubordination which has been documented on multiple occasions.

Despite several discussions regarding your behavior and the expectations for compliance with company policies, we have not seen a change in your conduct. As a result, we are compelled to take this action.

Please return all company property by [Return Date]. Your final paycheck, including any accrued vacation pay, will be provided to you in accordance with state law.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]