

Termination of Employment

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 due to a breach of conduct. This decision is based on the following actions:

- [Specify breach of conduct 1]
- [Specify breach of conduct 2]
- [Specify breach of conduct 3]

This breach is in violation of our company policies as outlined in the employee handbook. We have thoroughly investigated this matter and concluded that termination is the appropriate action.

Please arrange to return any company property that you may have in your possession. You will receive your final paycheck and any accrued vacation pay in accordance with state law.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]