

# Employee Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Insert Termination Date] due to disciplinary actions resulting from [briefly describe the reason, e.g., repeated policy violations, insubordination, etc.].

This decision follows [outline any prior warnings or disciplinary actions, e.g., verbal warning, written reprimand]. Despite these discussions, there has been insufficient improvement in your performance/conduct.

Your final paycheck, including any accrued vacation pay, will be provided to you on your last day of work or as per state law. Please return any company property in your possession before your departure.

If you have any questions regarding your final paycheck or the continuation of benefits, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]