

Immediate Termination for Breach of Terms

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Immediate Termination of Employment

Dear [Employee's Name],

This letter serves as formal notice of your immediate termination from [Your Company Name] effective as of [Termination Date]. This action is being taken due to a breach of the terms outlined in your employment contract, specifically [describe the breach].

Despite previous warnings and discussions regarding this issue, we have determined that your actions have violated the expectations of your role and our company policies.

Please return all company property and settle any outstanding matters before your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]