

Immediate Termination of Services

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that your services are being terminated effective immediately as of [Insert Date]. This action is due to unauthorized actions that violate the terms of our agreement.

Specifically, the following actions were deemed unauthorized:

- [Detail the unauthorized action 1]
- [Detail the unauthorized action 2]
- [Detail any additional actions if necessary]

We take these violations seriously and must protect the integrity of our operations. Your final payment will be processed in accordance with the terms of our agreement.

We ask that you refrain from any further actions on behalf of [Company Name]. Please return any company property by [Insert Date].

If you have any questions, please feel free to contact us at [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]