

Immediate Termination of Services

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as formal notification of the immediate termination of your services with [Company Name], effective immediately. This decision has been made due to serious violations of our company policies, specifically regarding unethical behavior as outlined in our employee handbook.

We take these matters seriously and have conducted a thorough investigation into the situation. Your actions have not only violated ethical standards but have also jeopardized the trust and integrity of our workplace.

Please return any company property in your possession and ensure that all outstanding matters are finalized promptly.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]