

Instant Job Termination Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

This letter serves as a formal notice of your instant termination from [Company Name], effective immediately as of [Insert Date]. This decision has been made due to [briefly state reason, e.g., violation of company policy, misconduct, etc.].

We appreciate your contributions during your time at [Company Name]. However, we believe this decision is necessary for the welfare of the organization.

Please return any company property in your possession to the HR department as soon as possible. You will receive your final paycheck, which will include payment for all hours worked until today.

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]