

# Immediate Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as formal notification of your immediate termination from [Company Name] effective immediately as of [Insert Date].

The decision to terminate your employment is due to [brief reason for termination, e.g., a violation of company policy, performance issues, etc.].

Please arrange to return all company property in your possession by [Insert Date]. Your final paycheck, which includes payment for hours worked up until today and any accrued vacation, will be processed and sent to you.

If you have any questions regarding this matter, please do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]