

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to misconduct. This decision has been made after careful consideration of the incidents that have occurred on [specific dates or incidents].

Your behavior has violated our company policies, specifically [mention specific policy violations]. We take such matters seriously and have decided that termination is the appropriate course of action.

You will receive your final paycheck, which will include any earned wages up to today's date. Please return any company property in your possession by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]