

# Employment Termination Letter

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 a hostile work environment. Despite our efforts to address the issues raised, we have found it necessary to take this action to ensure the well-being of all employees.

Please return any company property in your possession and finalize your outstanding paperwork with HR by [Insert Deadline]. Your final paycheck will be processed in accordance with state law.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]