

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately as of [Date]. This decision has been made due to your violation of company policy regarding [specific policy or code of conduct that was violated].

Despite previous warnings and discussions regarding this matter, we have found no indication of improvement or adherence to our policies, which has led to this decision.

Please return any company property in your possession, including [list any specific items, if applicable], by [return due date]. Your final paycheck will include payment for all hours worked up to your termination date, minus any deductions for unreturned property.

If you have any questions regarding your final paycheck or benefits, please contact [HR contact information].

We appreciate the contributions you made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]