

Employee Termination Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Position]

Employee ID: [Insert Employee ID]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately as of [Insert Termination Date]. This decision has been made due to multiple violations of our company policies, specifically [insert specific policy violations].

Your actions have been reviewed in accordance with our disciplinary procedures, and we believe this is the necessary course of action to maintain the integrity and standards of our organization.

We request that you return any company property in your possession by [insert deadline for property return]. You will receive your final paycheck, including any accrued vacation pay, as required by law.

If you have any questions regarding this decision, please feel free to reach out to [Insert HR Contact Information].

We wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]