

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip]

Dear [Employee Name],

We regret to inform you that your employment with [Company/Organization Name] is being terminated effective immediately as of [Insert Date]. This decision is the result of a breach of contract concerning your obligations as outlined in your employment agreement dated [Insert Date of Agreement].

Despite our previous discussions regarding your performance and the expectations set forth in your contract, there have been multiple instances that have not met our standards, including [briefly describe breaches]. These actions have left us with no option but to terminate your employment.

Please arrange to return any company property in your possession by [Insert Return Deadline]. Your final paycheck will be sent to the address on file and will include any unused vacation days as per our company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip]