

Immediate 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/Organization Name] is terminated effective immediately as of [Termination Date]. This decision is a result of your violation of [specific legal regulations/policies], which is unacceptable within our organization.

Despite previous warnings and discussions regarding your conduct, your recent actions have necessitated this course of action to uphold the integrity and trust that our organization must maintain.

We kindly ask that you return all company property in your possession, and you will receive your final paycheck in accordance with state laws. Your health benefits will be outlined in a separate communication.

We advise you to review your rights regarding this termination and consult with legal counsel if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]