

Termination Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

This letter serves as formal notice of your termination from [Company/Organization Name], effective immediately as of [Insert Date]. This decision is a result of the misconduct that occurred on [Insert Date of Incident(s)], as detailed in our previous discussions and documentation.

Our investigation has concluded that your actions, including [briefly describe the misconduct], violate our policies and compromise the trust and safety we maintain in our healthcare environment.

Please return any company property in your possession and settle any outstanding matters by [Insert Deadline]. Your final paycheck will be processed according to the company's payroll schedule.

We recommend you refer to the employee handbook regarding your rights and any entitlements you may have upon termination.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]