

Employee 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's Name] will be terminated effective immediately due to a breach of your employee contract.

Despite previous warnings regarding your conduct, we have found that there has been a repeated failure to adhere to company policies. This breach has prompted us to make this difficult decision.

Your final paycheck will include all earned wages and any accrued vacation pay, which you will receive on your regular payday.

Please return any company property in your possession by [insert return date]. If you have any questions, please contact [HR contact name, email, phone number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]