

# Immediate Contract Termination

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your contract with [Company Name] is being terminated effective immediately due to a violation of company policy.

The specific violation(s) that led to this decision are as follows:

- [Description of Violation 1]
- [Description of Violation 2]

As per the terms of your contract, we are obligated to terminate your employment due to these serious infractions. Please return any company property in your possession by [Insert Deadline].

Should you have any questions, feel free to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]