

# Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you of the decision regarding your employment with [Company Name] following the suspension you received on [Date of Suspension]. After a thorough review of the circumstances surrounding your suspension and an evaluation of your overall performance and behavior, we regret to inform you that your employment will be terminated effective immediately.

It is important to note that this decision was not made lightly. We have considered your time with the company and any relevant factors. However, based on our findings, we believe that this action is necessary to maintain the standards and integrity of our workplace.

Please return any company property in your possession, including keys, documents, and electronic devices by [Return Date]. Your final paycheck, including any accrued vacation days, will be provided to you by [Final Payment Date].

If you have any questions regarding this letter or your final paycheck, feel free to contact [HR Contact Name] at [HR Contact Information].

We wish you the best for your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]