

# Immediate Termination Warning for Misconduct

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This letter serves as an immediate termination warning due to misconduct observed on [insert date of incident]. It has come to our attention that your actions [briefly describe the misconduct, e.g., violated company policy, engaged in inappropriate behavior, etc.].

As per our company policy, such behavior is unacceptable and may lead to immediate termination. We have conducted a thorough investigation into the matter and have found sufficient grounds for disciplinary action.

As of [effective date], you are hereby terminated from your position with [Company Name]. Please make arrangements to return any company property in your possession immediately.

Should you have any questions or require further clarification, please contact [HR contact name/department] at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]