

Employment 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 Name] will be terminated effective immediately due to a violation of company policies.

As previously discussed in our meeting on [Insert Date], your actions regarding [describe violation briefly] are in direct violation of our policies outlined in the employee handbook. We take these matters seriously to ensure a safe and productive workplace for all employees.

Your final paycheck will include payment for your accrued leave and any outstanding wages, and it will be issued on [Insert Date]. Please return all company property to [Insert Contact Person] by [Insert Deadline].

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]