

Termination of Employment

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 misconduct. This decision has been made after careful consideration of the incidents that occurred on [specific date(s)], which violate our company policies.

Please return all company property, including [list any specific items, e.g., ID badge, laptop], by [return date]. You will receive your final paycheck by [final paycheck date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]