

Termination of Employment 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] is hereby terminated effective immediately due to misconduct.

This decision is based on [briefly describe the misconduct, e.g., violation of company policies, insubordination, etc.]. Despite prior warnings and discussions regarding your behavior, there has been no improvement.

Please return any company property in your possession by [return date]. You will receive your final paycheck, including any unused vacation days, on [date of final paycheck].

If you have any questions regarding this decision or your final paycheck, please feel free to contact [HR contact name] at [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]