

Termination of Employment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Your Company Name] is terminated effective immediately as of [Date of Termination]. This decision has been made due to your unacceptable behavior, which is in violation of company policies regarding [specific behaviors, e.g., harassment, misconduct].

Despite previous warnings and discussions about your conduct, we have seen no sufficient improvement. Your actions have created an environment that is not conducive to productivity or positivity within our team.

We request that you return any company property in your possession and schedule a time to collect your final paycheck, including any accrued vacation days.

If you have any questions, please feel free to reach out to [Contact Person's Name] at [Phone Number] or [Email Address].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]