

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's Name] is being terminated effective [Insert Termination Date] due to violations of company policy.

Specifically, your actions on [Insert Date of Violation], which include [Briefly Describe Violation], are in direct violation of our company policies outlined in the employee handbook.

Your final paycheck, including any accrued vacation or other time off, will be provided to you on your standard pay date. Please return any company property in your possession by [Insert Return Date].

We appreciate your contributions to [Company's Name] during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Contact Information]