

Dismissal Letter for Breach of Conduct

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 terminated effective immediately due to a breach of conduct.

This decision follows a review of your recent behavior, which is considered a violation of the company's policies. Specifically, on [insert date], you [describe the specific incident(s) that led to the breach of conduct].

As outlined in our employee handbook, such behavior is unacceptable and has left us with no choice but to terminate your employment.

You will receive your final paycheck, including any accrued vacation days, in accordance with the law.

Please return any company property in your possession to [contact person/department] by [deadline].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]