

Employee Termination 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 terminated effective immediately as of [Insert Date]. This decision has been made following a review of your conduct, specifically in relation to the infraction of company policies as outlined in our employee handbook.

During the [specific incident or rule infraction] on [date of incident], it was determined that your actions were in violation of our established standards. Despite previous warnings and discussions regarding your behavior, there has been no sufficient improvement.

We have determined that this further violation necessitates termination of your employment with us. Please return any company property in your possession by [return date]. Your final paycheck, inclusive of any accrued benefits, will be processed and sent to you.

If you have any questions, or wish to discuss this decision further, please feel free to contact me directly.

Thank you for your time at [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]