

# Letter of Termination

[Your Company's Letterhead]

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] will be terminated effective immediately due to misconduct. This decision follows an investigation into your recent actions which violate our company policies.

Despite previous warnings regarding your behavior, improvements were not observed, leading to this difficult decision. Your final paycheck will be processed and sent to you within the next [number of days].

We encourage you to seek guidance and reflect on your professional conduct as you move forward.

Should you have any questions regarding your final paycheck or benefits, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]