

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 Name] is hereby terminated effective immediately due to repeated violations of company work protocols.

Despite our previous discussions and warnings regarding your adherence to these protocols, there has been no improvement in your conduct. Specifically, on [insert date(s) of violations], you failed to comply with [insert specific protocols violated].

Your final paycheck, including any accrued vacation, will be processed and sent to you according to our normal payroll schedule. Please return any company property in your possession.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]