

# Job Termination Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

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 disciplinary reasons related to [briefly state reason, e.g., violation of company policy, misconduct, etc.].

This decision follows [mention any previous warnings, meetings, or disciplinary actions taken]. Despite these efforts, we believe that your actions have not aligned with the expectations set forth in our company policies.

Please arrange to return any company property in your possession. Your final paycheck, including any accrued vacation days, will be processed and mailed to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]