# Separation 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] will be terminated effective [termination date] due to a violation of company policies.

This decision is a result of [briefly describe the violation(s) and any previous warnings or actions taken]. We take such matters seriously, and after careful consideration, we believe this action is necessary.

Your final paycheck, including any accrued vacation days, will be provided to you on your next scheduled payday. Please return any company property in your possession, including [list items, e.g., keys, ID badge, equipment].

If you have any questions regarding your benefits or final paycheck, please contact [HR contact name or department].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]