

Termination Letter Due to Policy Violation

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 being terminated effective immediately due to a violation of company policies.

On [Insert Date of Incident], it was reported that you breached the following policy: [Specify Policy]. This violation is considered serious and compromises the integrity and standards of our workplace.

We appreciate your contributions but must take this necessary action to maintain our organizational standards. Your final paycheck, including any accrued vacation time, will be processed and sent to your address on file.

Please return all company property by [Insert Return Date]. If you have any questions regarding your final paycheck or benefits, feel free to reach out to Human Resources.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]