

Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to your repeated failures to comply with company policies and procedures. Despite prior warnings and discussions regarding your non-compliance, there has been insufficient improvement.

This decision has been made in accordance with our employee handbook and the terms outlined in your employment agreement. As a result of this termination, you will receive your final paycheck, including any accrued vacation days, on your next scheduled payday.

Please return all company property, including keys, equipment, and documents, by [Insert Deadline for Return].

If you have any questions regarding your final paycheck or benefits, feel free to contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]