

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective immediately, due to unacceptable behavior that violates our company policies.

On [Insert Date(s) of Incident(s)], we addressed your behavior, which included [briefly describe the unacceptable behavior]. Despite previous discussions and warnings, there has been no improvement in your conduct.

As a result, we have no choice but to terminate your employment. You will receive your final paycheck, including any accrued vacation, in accordance with state laws.

Please return any company property in your possession by [Insert Return Date]. If you have any questions or require further information regarding your final paycheck or benefits, please contact [HR Contact Name] at [HR Contact Information].

We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]