

Employment Termination 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 immediately as of [Insert Termination Date]. This decision has been made due to ongoing behavioral issues that have been documented and discussed with you during previous meetings and performance reviews.

Despite our efforts to address these concerns, including [briefly list any previous warnings, meetings, or disciplinary actions], there has not been sufficient improvement in your conduct. This decision is in alignment with our company policies regarding employee behavior and workplace conduct.

You will receive your final paycheck, including any accrued vacation days, on [Insert Date]. Please arrange to return any company property in your possession before this date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]