

Termination of Employment

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 terminated effective immediately as of [Insert Date]. This decision is due to unprofessional conduct including [specific examples of unprofessional conduct].

Despite previous discussions regarding your behavior and attempts to rectify the situation, we have not seen adequate improvements. Your actions have not aligned with the company's values and standards.

Please return all company property by [Insert Deadline]. Your final paycheck, including any outstanding pay, will be sent to you by [Insert Date].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]