

Job 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] is being terminated, effective immediately, due to ethical breaches that have come to our attention.

Despite previous discussions regarding adherence to our code of conduct and ethical standards, we have determined that your actions have compromised the integrity of our organization and violated the trust we placed in you.

Please arrange to return any company property in your possession by [insert return date]. Your final paycheck, including any accrued vacation time, will be mailed to you within the timeframe required by law.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]