

Separation Letter Due to Misconduct

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 due to misconduct.

During your tenure, there have been several incidents that violated company policies, including [briefly describe incidents]. After careful consideration and investigation, we have concluded that these actions constitute grounds for separation.

We ask that you return any company property in your possession by [insert return date]. Your final paycheck will be processed and sent to you in accordance with state laws.

If you have any questions regarding your benefits or final compensation, please contact [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]