

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately. This action is taken due to your inappropriate actions which are against company policy, including but not limited to [briefly state the specific actions].

Your conduct has not only violated our standards but has also affected the morale and efficiency of our work environment. We have documented previous discussions regarding your behavior, which have not led to any acceptable change.

You will receive your final paycheck and any accrued benefits in accordance with state and federal law. Please return any company property in your possession by [insert date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]