

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 being terminated effective immediately, due to misconduct.

This decision has been made after a thorough investigation into the incidents that took place on [insert date of incident]. The findings confirm your violation of our company policies, specifically [mention specific policies and misconduct].

We appreciate the contributions you have made during your time with us. Your final paycheck, including any outstanding wages, will be provided to you in accordance with company policy.

If you have any questions regarding your final paycheck or the return of company property, please contact [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]