

# 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] will be terminated effective immediately due to violations of company policy.

After a thorough review of the circumstances, it has been determined that your actions on [insert date of violation] were in direct violation of our established company policies, specifically [insert specific policy]. Despite previous warnings, the behavior has not improved.

As a result of these violations, we have no alternative but to end your employment during your probationary period. You are required to return any company property in your possession by [insert deadline].

You will receive your final paycheck, including payment for any accrued benefits, as per company policy.

We appreciate your understanding in this matter. If you have any questions, please feel free to contact [insert contact information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]