

# Contract Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Termination of Contract Due to Substantial Misconduct**

Dear [Recipient Name],

I am writing to formally notify you that, effective immediately, your contract with [Company Name] is terminated due to substantial misconduct.

As outlined in our previous discussions and documented in the company's policies, the incidents that led to this decision include [briefly describe the misconduct]. This behavior violates the terms of our agreement and has prompted this immediate action.

We request that you return any company property in your possession by [return date]. You will receive your final paycheck, including any accrued benefits, according to the company's payroll schedule.

If you have any questions regarding this termination, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Company Name]