

# Employee Termination Letter

Date: [Insert Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to non-adherence to company policies.

Despite previous discussions regarding your conduct related to [specific policy violation], we have seen no significant improvement. These violations include:

- [Specific Incident 1]
- [Specific Incident 2]
- [Specific Incident 3]

According to our records, you were made aware of the company's policies during orientation and received additional warnings on [dates of warnings].

Your final paycheck will be processed and sent to you in accordance with company policy. Please return any company property by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]