

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Title]
[Employee's Address]
[City, State, ZIP Code]

Subject: Employment Cessation Notification

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [termination date], due to a disregard of organizational standards.

This decision has not been made lightly and comes after thorough consideration of the incidents that have occurred, which are in violation of our company policies, specifically [mention specific policies]. Despite previous discussions and warnings, there has been no significant improvement.

Please return any company property in your possession by [return date]. Your final paycheck will be provided on your last day of employment, which includes any accrued vacation days and payment for hours worked.

If you have any questions regarding this decision or if you require assistance with the transition process, please do not hesitate to reach out.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]