

Employment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately, due to breaches of company policy. This decision has been made following a thorough investigation into the incidents reported.

Specifically, the violations include:

- [Policy Violation 1]
- [Policy Violation 2]
- [Policy Violation 3]

We appreciate the contributions you have made during your time with us, but we must uphold our policies to maintain a productive work environment.

Your final paycheck, including any accrued vacation pay, will be processed and sent to you in accordance with our payroll schedule.

If you have any questions regarding this decision, please do not hesitate to contact [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]