

Employment Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is hereby terminated effective immediately due to a breach of company policy.

The specific violation that led to this decision is [briefly describe the breach of policy]. This action is not in accordance with our company's standards and expectations as outlined in our employee handbook.

You are required to return all company property in your possession, including [list any company property]. Your final paycheck, including any accrued vacation pay, will be processed and sent to you within the mandated time frame.

If you have any questions about this decision, please feel free to reach out to [HR contact person's name] at [HR contact person's email/phone number].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]