

Job Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Insert Termination Date] due to your non-compliance with company policies.

Despite previous warnings and discussions regarding [briefly state the specific policy violations], we have not seen the required improvement in your conduct.

This decision is made to uphold the standards and integrity of [Company Name]. Your final paycheck will include any accrued vacation and will be mailed to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]