

Termination Notice

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 terminated effective immediately due to your failure to adhere to company regulations outlined in the employee handbook.

Despite previous warnings, there has been a continued disregard for the expectations set forth, which has compelled us to take this action.

You are required to return any company property in your possession by [Return Date]. Final payment, including any unused vacation days, will be processed and sent to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]