

Termination of Employment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

Following the disciplinary hearing held on [insert date], we have made a decision regarding your employment with [Company Name]. After reviewing all evidence and considering your responses during the hearing, we regret to inform you that your employment is hereby terminated effective immediately.

The reasons for this decision include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please return all Company property by [insert date] and arrange for your final paycheck, which will be processed in accordance with our normal payroll schedule.

If you have any questions regarding this matter, please do not hesitate to contact HR.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]