

# Termination of Employment

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] will be terminated effective [Insert Termination Date]. This decision has been made as a result of the disciplinary measures taken following [briefly describe the violation or reasons leading to termination].

Despite previous discussions and attempts to address these issues, it has become clear that your conduct does not meet the standards expected by [Company Name]. As a result, we have no choice but to terminate your employment.

You will receive your final paycheck, including payment for any accrued vacation days, in accordance with company policy.

Please return any company property, including keys, identification badges, and documents, by your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]