

Termination Letter Due to Misconduct Review

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that following our recent review regarding allegations of misconduct, we have made the decision to terminate your employment with [Company Name], effective immediately.

This decision has been made after careful consideration and a thorough investigation of the incidents that occurred on [insert date]. We have determined that your actions were in violation of our company policies, specifically [insert relevant policy or code of conduct].

We acknowledge your contributions to the team during your tenure and wish you the best in your future endeavors. You will receive your final paycheck, including compensation for all accrued leave, as per company policy.

Please return any company property in your possession by [insert return date]. You may contact [HR Contact Name] at [HR Contact Email/Phone] for further assistance regarding the exit process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]