

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Your Company Name] is terminated effective immediately as of [Date of Termination]. This action is a result of a violation of company policies, specifically [mention the specific policy or violation].

We have documented the incidents leading to this decision and have provided you with prior warnings on [mention dates of warnings or discussions]. Despite these warnings, the violation has persisted, prompting this necessary action.

You are required to return all company property, including [list any company property] by [return date]. Your final paycheck, including any accrued vacation time, will be processed and sent to you by [date].

If you have any questions regarding your termination or the return of company property, please do not hesitate to reach out to [HR Contact Name/Department].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]