

# Termination Notice

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] is terminated effective immediately due to a breach of our Code of Conduct.

On [date of incident], it was brought to our attention that [brief description of the breach]. This action is in direct violation of the standards and expectations outlined in our Code of Conduct, which you acknowledged upon your employment.

As a result, we have made the decision to terminate your employment. Please return all company property by [return date]. Your final paycheck, including any accrued benefits, will be processed and sent to you according to company policy.

If you have any questions regarding this decision, please do not hesitate to contact [HR contact information].

We wish you the best for the future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]