

# Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of the termination of your employment with [Company Name], effective immediately.

This decision has been made due to repeated infractions of our company policies, which have been addressed with you on numerous occasions. Despite prior warnings and discussions, we have not seen the necessary improvement in your conduct.

Details of the infractions include:

- [Infraction 1]
- [Infraction 2]
- [Infraction 3]

We believe this decision is in the best interest of the company. Please return any company property in your possession by [return date]. Your final paycheck will be processed and sent to you as per company policy.

We appreciate the contributions you have made during your time at [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]