

# Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately, due to violations of company policy.

Despite previous warnings and discussions regarding your conduct, it has become clear that there has been a continued disregard for our established policies, specifically [mention specific policies violated]. These actions are not aligned with the principles and standards we uphold at [Company Name].

Please return all company property to your immediate supervisor by [insert date]. Final pay and any accrued benefits will be processed according to company policy.

We appreciate the contributions you made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]