

# Termination Letter for Misconduct

[Your Company's Letterhead]

[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 as of [Date of Termination]. This decision has been made as a consequence of your misconduct, which is contrary to our company policies.

Despite prior warnings and discussions regarding your behavior, there has been no improvement. Specifically, the reasons for your termination include:

- [Describe specific misconduct or violation]
- [Describe specific misconduct or violation]
- [Describe specific misconduct or violation]

Please return all company property in your possession, including but not limited to [list property, e.g., keys, ID badge, laptop].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]