

Dismissal Letter for Inappropriate Behavior

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 being terminated effective immediately due to inappropriate behavior that violates our company policies.

Details of the misconduct include:

- [Describe inappropriate behavior with dates and incidents]
- [Describe inappropriate behavior with dates and incidents]

Despite previous discussions and warnings regarding this matter, there has been no observable improvement in your behavior. As such, we have deemed it necessary to take this action.

You will receive your final paycheck, including any accrued vacation time, in the coming days. Please return any company property by [Return Deadline].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]