

# Employee Separation 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 being terminated effective immediately due to serious misconduct.

This decision is based on [briefly describe the misconduct, e.g., violation of company policies, theft, etc.]. We have conducted a thorough investigation and determined that this action is necessary to uphold our standards and ensure a safe and respectful workplace.

You will receive your final paycheck, including any accrued vacation days, on [insert date]. Please return any company property in your possession by [insert date].

We appreciate your contributions during your time with us, but we must take this opportunity to maintain the integrity of our organization.

If you have any questions regarding your final paycheck or benefits, please feel free to contact [HR Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]