

# Termination of Employment

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 terminated effective immediately due to behavioral issues that have not improved despite previous warnings.

We have documented several instances of misconduct, including [briefly list behavioral issues or incidents]. Despite our attempts to address these matters through [references to previous discussions, warnings, or meetings], there has been insufficient improvement.

Please arrange to return all company property by [insert date]. Your final paycheck, including any accrued benefits, will be processed and mailed to your address.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]