

# **[Your Company Name]**

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## **[Employee's Name]**

[Employee's Address]

[City, State, Zip Code]

### **Subject: Termination of Employment**

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately as of [Date]. This decision has been made due to your repeated misconduct, which has been formally documented and communicated to you on several occasions.

Despite previous warnings and attempts to correct your behavior, there has been insufficient improvement. We believe that this decision is in the best interest of the company and its employees.

Your final paycheck, including any unpaid wages and accrued vacation time, will be processed and sent to you within the legal timeline.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]