

Immediate 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 as of [Insert Date]. This action is taken due to unacceptable actions that are in violation of our company policies.

Specifically, your conduct on [insert date of incident] was deemed inappropriate and unacceptable as it [briefly describe the unacceptable actions]. Despite previous warnings, there has been no improvement in your behavior.

Your final paycheck, inclusive of all accrued benefits, will be provided to you in accordance with company policy. Please return any company property in your possession promptly.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]