

# Job Termination Letter

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 a violation of our workplace conduct policies.

On [date of incident], it was brought to our attention that you [briefly describe the violation, e.g., engaged in inappropriate behavior, breached confidentiality, etc.]. This conduct is unacceptable and violates the standards we uphold at [Company Name].

We take such matters seriously and following a thorough investigation, we have decided that termination of your employment is necessary.

Please return any company property you have in your possession. Your final paycheck and any accrued benefits will be provided to you in accordance with our policies.

Thank you for your time at [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]