

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 unacceptable conduct that violates our company's policies.

Despite previous warnings regarding your behavior, there have been no improvements. This decision has been made to uphold our standards of professionalism and integrity within the workplace.

Please return any company property in your possession by [Return Date]. You will receive your final paycheck, including any accrued vacation time, in accordance with state laws.

We wish you the best for your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]