

Termination Notice

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 a breach of company policy.

Despite previous warnings regarding your conduct, specifically [briefly describe the breach], we have determined that this violation warrants immediate termination of your employment.

We request that you return any company property in your possession by [insert date]. Your final paycheck will be issued in accordance with state law.

Should you have any questions about this decision, please direct them to [HR Contact Name] at [HR Contact Information].

Thank you for your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]