

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 a breach of conduct, specifically [briefly describe the nature of the breach].

As per company policy, violations of conduct can lead to immediate termination, and we believe this action is necessary to maintain the integrity and safety of our workplace.

You will receive your final paycheck, which includes payment for all work performed until today, along with any accrued vacation pay, subject to the terms outlined in our employee handbook.

Please return all company property in your possession, including [list any specific items]. You may contact [HR Manager's Name] at [HR Manager's Email/Phone Number] to arrange the return of the company property and discuss any further details regarding your final compensation.

We appreciate your contributions during your time at [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]