

# Immediate Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated immediately due to your involvement in illegal activities, which is a violation of company policy.

The decision was made after a thorough investigation, and we have found sufficient evidence of your misconduct. This action is necessary to maintain the integrity and safety of our workplace.

Please return any company property in your possession, and your final paycheck will be processed to reflect your last working day.

If you have any questions regarding your termination, please feel free to contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]