

# 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 due to misconduct.

It has been brought to our attention that on [specific date], you [describe the misconduct in brief]. This behavior is not aligned with the standards and expectations we uphold within our organization.

As a result of this conduct, we cannot continue your employment. Your final paycheck, including any accrued vacation days, will be processed and sent to your address on file.

Please return any company property in your possession by [return date]. We wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]