

[Your Company Letterhead]

[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 [Date] due to violations of company policy.

This decision is based on [briefly describe the specific violation of company policy]. We have reviewed the circumstances and determined that immediate termination is necessary to uphold our standards and protect the integrity of our workplace.

Please return any company property in your possession by [return date]. You will receive your final paycheck, including any accrued vacation pay, as per company policy.

If you have any questions regarding the severance of your employment, please contact [HR contact name] at [HR contact information].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]