

# Formal Notice of Termination for Misconduct

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 hereby terminated, effective immediately, due to misconduct as outlined in previous discussions and performance reviews.

The specific reasons for this action include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We have documented multiple instances regarding these issues, including [mention any relevant incidents]. Despite our attempts to address these concerns, there has been insufficient improvement.

Please arrange to return any company property and complete exit procedures with the HR department by [insert deadline]. You will receive your final paycheck, inclusive of any accrued vacation days, during the next payroll cycle.

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

We wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]