

Notice of Dismissal for Personal Conduct Issues

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as formal notice of your dismissal from [Company Name], effective immediately, due to ongoing personal conduct issues that violate our company policies.

Despite previous discussions regarding your behavior, we have observed continued instances of inappropriate conduct, which are detailed as follows:

- [List specific incidents or behaviors]
- [List specific incidents or behaviors]
- [List specific incidents or behaviors]

As per our employee handbook and following a thorough investigation, the decision has been made to terminate your employment. You will receive your final paycheck, inclusive of any outstanding leave days, in accordance with our payroll schedule.

We recommend that you return any company property in your possession by [Insert Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]