Notice of Termination

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal notice of your termination from [Company Name] effective immediately as of [Termination Date]. This decision has been made due to ongoing behavioral issues that violate company policies.

Despite previous warnings and discussions regarding your conduct, there has been no improvement in your behavior. Specifically, incidents on [list specific dates or incidents] highlighted the need for immediate action.

Please arrange to return any company property in your possession. Your final paycheck, including any accrued benefits, will be provided to you per the regular payroll schedule.

If you have any questions regarding your termination or your final paycheck, please contact [HR Contact Name/Title] at [Contact Information].

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]