

Termination of Employment

[Your Company's Letterhead]

Date: [Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to misconduct. This decision follows our recent investigation into the allegations of [specific misconduct details].

As stated in our employee handbook, such behavior is unacceptable and violates our company policies. Despite previous discussions regarding your conduct, there has been no significant improvement.

Your final paycheck, including any accrued benefits, will be processed and sent to you within [timeframe]. Please return all company property by [return date].

We sincerely hope you understand the reasons for this decision. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]