

Termination Letter for Breach of Workplace Conduct

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 as of [Insert Date]. This decision is made due to a serious breach of workplace conduct as outlined in our employee handbook.

Despite previous warnings regarding this matter, it has come to our attention that [briefly describe the conduct issue]. Such behavior is unacceptable and violates [reference applicable policies or codes of conduct].

Your final paycheck will include any unpaid wages and accrued vacation pay, and will be mailed to you or can be picked up at our office. Please return any company property in your possession, including [list any specific items].

If you have any questions regarding your final paycheck or benefits, please contact [HR contact person] at [HR contact email/phone number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]