

Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you of your termination from [Company Name], effective immediately as of [effective date]. This decision has been made due to multiple violations of our company's personal conduct policy.

Specifically, your actions on [insert dates and descriptions of violations] are in direct violation of our standards of conduct, which have been previously communicated to you. These actions are unacceptable and have created a negative impact on the workplace environment.

We have previously addressed these concerns with you during [insert any prior meetings, warnings, or discussions] and unfortunately, there has been no improvement in your conduct.

As per company policy, you will receive your final paycheck, which includes any outstanding wages and accrued vacation time. Please arrange to return any company property before your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]