

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your termination from [Company Name], effective immediately, due to inappropriate behavior that violates company policies.

Despite previous warnings regarding your conduct, there have been continued instances of behavior that are unacceptable in the workplace. This includes [briefly describe specific incidents or behaviors].

Your final paycheck, including any accrued vacation time, will be processed and mailed to your address on file. Please return any company property by [insert deadline].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]