

# Termination Letter for Violation of Company Policy

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 being terminated effective immediately on [Date]. This decision has been made due to a violation of company policy as outlined in your employee handbook.

Your actions on [Specific Date or Incident] constituted a breach of our policy regarding [Specific Policy Violated]. Despite previous warnings, we have not seen sufficient improvement or compliance.

You are required to return all company property by [Return Date]. Please arrange a time with [HR Contact Name] to finalize your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]