

# Separation Letter

**Date:** [Insert Date]

**To:** [Employee Name]

**Address:** [Employee Address]

Dear [Employee Name],

We regret to inform you that, effective immediately, your employment with [Company Name] is terminated due to non-compliance with the safety policies outlined in our employee handbook.

Despite multiple warnings and opportunities to correct your actions, we have observed continued violations that jeopardize your safety and the safety of your colleagues. Our commitment to maintaining a safe work environment is paramount, and adherence to our safety policies is mandatory for all employees.

You are required to return all company property, including identification badges, keys, and equipment, by [return date]. Your final paycheck will be provided to you on [final paycheck date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]