

Termination of Employment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Insert Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to repeated violations of our safety policy.

Despite previous warnings regarding these violations, it has become clear that your adherence to our safety regulations is insufficient and poses a risk to both you and your colleagues.

Please return any company property in your possession, and your final paycheck will be mailed to you within the next [Insert Time Frame].

We appreciate your understanding in this matter. If you have any questions, feel free to contact HR.

Sincerely,

[Your Name]

[Your Title]

[Company Name]