

Dismissal Letter for Inappropriate Conduct

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to inappropriate conduct in the workplace.

This decision follows a thorough investigation into the incidents reported on [insert dates of incidents], which demonstrated a clear violation of our company policies regarding [insert specific policy or behavior]. Despite previous warnings and discussions regarding your behavior, we have determined that your actions are unacceptable and detrimental to our work environment.

Please arrange to return any company property in your possession and complete any necessary paperwork with the HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]