

# Employee Termination Letter

Date: [Insert 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] will be terminated effective immediately as of [Insert Date]. This action is being taken due to violations of company policy and misconduct, which include [briefly describe the misconduct].

We have documented instances of this behavior, which include [insert specific examples of misconduct]. Despite previous warnings and opportunities for improvement, there has been insufficient change.

Your final paycheck, which includes payment for hours worked up to your termination date and any accrued vacation, will be provided to you in accordance with company policy.

Please return any company property in your possession, including [list items], by [insert return date].

Thank you for your contributions to [Company Name]. We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]