

Notice of Termination

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee Name]
[Employee Title]
[Department]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal notice of your termination from [Company Name], effective immediately, due to repeated conduct issues.

Despite previous discussions and warnings regarding your behavior, we have not seen the necessary improvements. This decision was made in the best interest of the team and the company as a whole.

Please return any company property in your possession and schedule an exit interview with Human Resources.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]