Notification of Termination

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notification of your termination from [Company Name] effective immediately. This action is a result of repeated behavior issues that have been documented in previous discussions and warnings.

Despite our efforts to support your improvement, we have not observed sufficient change. Specific incidents leading to this decision include:

- [Incident 1]
- [Incident 2]
- [Incident 3]

Please return all company property no later than [Return Date]. Your final paycheck will be provided to you on [Pay Date] and will include payment for all hours worked.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]