

Termination of Employment

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] is terminated effective immediately as of [Insert Date]. This decision has been made due to repeated behavioral infractions that are in violation of our company policy.

Despite previous warnings and opportunities for improvement, your conduct has not met the standards expected by the company. Specifically, [briefly list incidents or infractions].

Please return any company property in your possession to [Contact Person] by [Return Date]. Your final paycheck will be provided to you in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]