

Separation Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to unacceptable workplace behavior. This decision was made after careful consideration of the incidents that have occurred and the impact they have had on the team and workplace environment.

Despite previous discussions regarding your conduct and the expectations outlined in the employee handbook, there has been no significant improvement in behavior. We believe that maintaining a respectful and professional workplace is imperative and your actions have not aligned with these values.

We request that you return all company property by [date] and complete any outstanding tasks during your transition. Your final paycheck will be processed per company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]