

Termination of Employment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Insert Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately, due to unacceptable work behavior as discussed in previous meetings.

Your actions have not met the standards we expect from our employees, and despite prior warnings, there has been no improvement. The specific incidents that contributed to this decision include:

- [Insert specific incident 1]
- [Insert specific incident 2]
- [Insert specific incident 3]

We appreciate the contributions you have made during your time with us, but we must maintain a professional work environment for all employees.

Please return any company property by [Insert Date]. Your final paycheck will be processed and mailed to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]