

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's Name] is terminated effective immediately as of [termination date]. This decision comes after the final warning issued on [date of final warning] regarding your misconduct.

Your actions have violated our company policies, and despite the opportunity to rectify your behavior, there has not been a sufficient improvement.

You will receive your final paycheck, including any accrued vacation time, in accordance with company policy. Please return any company property in your possession by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]