

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] will be terminated effective immediately as of [Termination Date], following the final warning issued on [Date of Final Warning]. This decision is a result of your ongoing violations of our company policies, which have been discussed during your prior meetings.

Despite the final warning, we have not observed any improvement in your adherence to our policies. As a result, we believe that termination is the appropriate action to take in this matter.

You will receive your final paycheck, including any accrued vacation pay, in accordance with our company policy. Please arrange to return any company property before your departure.

If you have any questions regarding your benefits or final paycheck, please contact [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]