

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 hereby terminated, effective immediately. This action is taken following the final warning issued to you on [Insert Date of Final Warning] concerning your repeated safety violations.

Despite our previous discussions, you have not demonstrated the necessary improvements, and your failure to adhere to safety protocols poses a significant risk to both yourself and your colleagues.

Your final paycheck will be processed and mailed to you within [Insert Duration] as per company policy.

If you have any company property, please return it by [Insert Deadline]. If you need any further assistance, do not hesitate to contact [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]