

Job Termination Letter

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 terminated effective immediately due to deceptive practices that violate our company policies.

This decision is the result of a thorough investigation into your actions which have been found to undermine the integrity of our operations.

Please arrange to return any company property and settle any outstanding matters by [Insert Deadline]. Your final paycheck will be processed as per our company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]