

# Dismissal Letter for Inappropriate Behavior

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to inappropriate behavior that violates our company policies.

Despite previous warnings and discussions regarding your conduct, there has been no improvement. Your behavior has disrupted the workplace environment and is unacceptable under any circumstances.

Please return any company property in your possession by [Insert Date]. You will receive your final paycheck, including payment for any unused vacation time, on your regular payday.

If you have any questions regarding your benefits or final paperwork, please contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]