

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately as of [Date]. This decision has been made due to your engagement in misconduct and unethical behavior, including [briefly describe the specific actions that led to the dismissal].

Your actions are a violation of our company policies, and despite previous warnings and discussions, there has been no noticeable improvement in your conduct.

We ask that you return any company property in your possession by [date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with state law.

If you have any questions regarding your final pay or benefits, please feel free to contact [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]