

# Employment 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 hereby terminated, effective immediately, due to unethical practices that violate our company policies.

During your employment, we have identified [briefly describe unethical practices]. These actions are in direct violation of the standards of conduct expected from our employees.

Your final paycheck, including any accrued vacation time, will be processed and sent to you as per our company policy.

We request that you return all company property in your possession by [insert deadline for return of property].

If you have any questions regarding your final paycheck or the return of company property, please contact [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]