

# Termination of Employment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[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 as of [termination date]. This decision is a result of a breach of professional ethics as outlined in our Employee Handbook.

We have thoroughly investigated the situation and found that your actions violated the trust and standards expected from our employees. [Briefly describe the breach without disclosing sensitive information].

Please return all company property and settle any outstanding obligations by [final date for settlement]. Your final paycheck, including any accrued vacation or benefits, will be processed in accordance with company policy.

We appreciate the time you have spent with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]