

Separation Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Insert Termination Date]. This decision has been made in light of your behavior, which has consistently contradicted the core values and standards upheld by our organization.

Despite previous discussions regarding your conduct, we have found that there has been insufficient improvement. Our values include integrity, respect, and teamwork, and it is imperative that all employees align their behavior with these principles.

Your final paycheck will include any outstanding wages and accrued vacation days, and you will receive information regarding your benefits and any other necessary exit procedures.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]