

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's Name] is being terminated effective immediately due to immoral actions that violate our company policies.

This decision was not made lightly and follows an investigation into your conduct. Your actions have not only breached our trust but have also compromised the values that our company stands for.

You will receive your final paycheck, including any owed vacation time, in accordance with our payroll schedule. Please return any company property in your possession by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]