

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your termination from [Company Name] effective immediately. This decision was made due to a violation of our Code of Ethics, specifically [mention specific violation].

At [Company Name], we hold our employees to high ethical standards, and failure to comply with these standards undermines the trust and integrity of our organization.

Please return any company property in your possession, including [list any items], by [insert return date]. Your final paycheck, along with any accrued vacation days, will be processed and sent to your address on file.

If you have any questions regarding this termination, please feel free to contact [HR Representative Name] at [HR contact information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]