

Dismissing Employee for Unethical Conduct

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

This letter serves as formal notification of your dismissal from [Company Name], effective immediately, due to your involvement in unethical conduct.

On [insert date of incident or investigation], we conducted a thorough review of the allegations against you, which include [briefly describe allegations]. As a result of our findings, we believe that your actions were not in alignment with our company's values and ethical standards.

We understand that your contributions to the company have been significant; however, we must uphold the integrity of our workplace and protect the interests of our organization.

Your final paycheck, including any accrued vacation time, will be processed and sent to your address on file.

Please return any company property in your possession to [designated person/department] by [insert return date].

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

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]