

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated, effective immediately, due to non-adherence to company policies and procedures.

Despite multiple discussions regarding [specific issues], there has been insufficient improvement. It is important for us to uphold our standards and expectations to ensure a productive and cooperative work environment.

Please return any company property you may have in your possession to the HR department by [return date]. You will receive your final paycheck and any accrued benefits as per company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]