

Official Termination Notice

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 Name] is terminated effective immediately due to compliance violations outlined in our company policies.

This decision has been made after a thorough investigation into the reported violations, which include [briefly describe the specific violations]. Despite previous warnings and discussions regarding your conduct, we have determined that the continued employment is no longer tenable.

As per company policy, you will receive your final paycheck, which will include any accrued vacation days and compensation owed to you up to your termination date. Please return any company property to [designated person or department] by [return date].

If you have any questions regarding this notice or the final paycheck, please do not hesitate to contact [HR contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]