Separation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to your disregard for compliance standards as outlined in our company policies.

Despite multiple discussions regarding compliance expectations, there have been repeated incidents that have not met the necessary standards to ensure a safe and effective working environment. We take our compliance responsibilities seriously, and it is imperative for all employees to adhere to these standards.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]