

# Employment Cessation Due to Misconduct

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] will be terminated effective immediately due to misconduct.

This decision was made after careful consideration and follows the review of the incident(s) that occurred on [Date(s) of Misconduct]. Despite previous warnings, your actions have been deemed unacceptable and are in violation of the company's code of conduct.

Please return all company property to the HR department by [Return Date]. You will receive your final paycheck, including any unused vacation days, which will be processed on [Date of Final Paycheck].

If you have any questions regarding your final paycheck or benefits, please feel free to reach out to the HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]