

Employee Termination Letter

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 a breach of our ethical standards.

As you are aware, [briefly describe the unethical behavior or breach of ethics]. This action violates our code of conduct and is inconsistent with the values upheld by our organization.

We have documented discussions regarding this matter on [insert dates of prior discussions, if applicable], and despite our efforts to address these issues, we have concluded that termination is necessary.

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

We advise you to return any company property in your possession to the HR department. Should you have any questions regarding your benefits or final compensation, please contact [HR Contact Name and Contact Information].

We appreciate your contributions during your time at [Company Name], and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]