

Job Termination 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 a violation of the terms of your employment agreement dated [Insert Agreement Date].

Despite previous warnings regarding your conduct, it has been determined that your actions have not aligned with the standards established by our company policies. This decision is being made to uphold the integrity of our workplace.

Please arrange to return any company property in your possession, including [list any specific items]. Your final paycheck will be processed and mailed to your address on record.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Address]