

Termination of Employment

Date: [Insert Date]

[Employee Name] [Employee Address] [City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately as of [Insert Termination Date]. This decision has been made due to your failure to adhere to company rules and policies.

Despite previous warnings and opportunities to improve, your actions have not shown the necessary compliance with our standards. Specifically, the following incidents have been noted:

- [Incident 1]
- [Incident 2]
- [Incident 3]

We take these matters seriously and have a responsibility to maintain a professional work environment for all employees.

You will receive your final paycheck and any accrued vacation pay in accordance with state law. Please arrange to return any company property in your possession.

We wish you the best in your future endeavors.

Sincerely,

[Your Name] [Your Position] [Company Name]