

Termination of Employment

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 serious violation of company policy.

The specific policy you violated is [insert policy], which was clearly outlined in the employee handbook you acknowledged receiving.

We have documented incidents that led to this decision and have attached relevant evidence for your records.

Please return any company property in your possession, including [list items], by [insert deadline]. You will receive your final paycheck on [insert date].

If you have any questions regarding this termination, you may contact [HR Contact Name] at [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]