

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 being terminated effective immediately due to repeated safety violations. Despite prior warnings on [list dates of previous discussions or warnings], there have been continued breaches of our safety protocols.

Your actions have not only put yourself at risk but also jeopardized the safety of your coworkers. Maintaining a safe working environment is a top priority for us, and we cannot tolerate any behavior that compromises the well-being of our team.

Please return any company property by [return date], and you will receive your final paycheck for hours worked up to your termination date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]