

Contract 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] will be terminated effective immediately due to habitual misconduct. This decision has been made after careful consideration of your recent behavior and previous warnings regarding your conduct.

Despite several discussions and formal warnings about your actions, there has been insufficient improvement. Your refusal to adhere to company policies and your continued misconduct have left us no choice but to take this action.

Please return any company property in your possession to [HR Department/Manager's Name] by [Return Date]. Your final paycheck, including any accrued vacation pay, will be provided to you in accordance with company policy.

If you have any questions about your final paycheck or benefits, please do not hesitate to reach out to [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]