

Severance 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 as of [Effective Date]. This decision has been made due to your consistent violation of company policies and rules, which were addressed in multiple discussions and written warnings.

As per the terms of your employment, you will receive a severance package that includes [details of severance, e.g., pay for unused vacation days, continuation of benefits, etc.].

Please return all company property in your possession and direct any questions regarding your final paycheck to [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]