

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 being terminated effective [Insert Termination Date]. This decision has been made due to your repeated infractions, which have been discussed with you in previous meetings.

Despite our efforts to address these issues and provide opportunities for improvement, we have not seen the necessary changes in your performance and behavior. As detailed in prior discussions and written warnings dated [insert dates of prior warnings], your actions have not aligned with the standards expected by [Company Name].

We encourage you to take this opportunity to reflect on your future career path. Please arrange a time to collect your personal belongings, and we will provide information regarding your final paycheck and any applicable benefits.

Thank you for your service to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]