

Termination of Employment

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately, due to multiple infractions of company policies.

Despite previous discussions and warnings regarding your conduct, including [list specific infractions], there has been no significant improvement.

Please arrange to return all company property by [date]. Your final paycheck will be processed and sent to you by [date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]