

Separation of Employment 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 violations of company policies.

Despite multiple warnings and opportunities for improvement regarding your conduct, we have observed continued breaches of our guidelines which include:

- [First Violation Description]
- [Second Violation Description]
- [Third Violation Description]

We value the contributions made by all our employees; however, adherence to company policies is crucial for maintaining a productive work environment.

Your final paycheck, including any accrued vacation pay, will be processed and sent to you within the legal timeframe outlined by our company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]