

Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally inform you of your termination from [Company Name] effective immediately. This decision comes as a result of your ongoing misconduct, which has been documented repeatedly.

Despite prior warnings and discussions regarding your behavior, there has been insufficient improvement. Specific instances of your chronic misconduct include:

- [Incident 1]
- [Incident 2]
- [Incident 3]

We have followed our disciplinary procedures and have provided opportunities for you to rectify these issues. Unfortunately, the pattern of behavior has persisted, leading us to this difficult decision.

You will receive your final paycheck, including any accrued vacation time, in accordance with company policy. Please return all company property by [Insert Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]