

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 hereby terminated effective immediately as of [Insert Date]. This action is a result of your engagement in unsanctioned activities that violate our company policies.

Despite previous discussions regarding your conduct, it has come to our attention that you continued to participate in these activities, which jeopardize the integrity and reputation of the company. As a result, we have no option but to terminate your employment.

Please return all company property, including [list any specific items, e.g., keys, documents, equipment], by [insert deadline]. Your final paycheck will be processed and mailed to your home address on file.

Should you have any questions regarding your termination or the return of company property, please feel free to contact our HR department.

We appreciate your past contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]