

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 due to unauthorized operations conducted during the course of your employment.

This decision is based on our findings that you engaged in actions contrary to company policies and procedures, specifically [briefly describe unauthorized operations]. These actions violate the trust that is essential to our workplace.

Please return any company property in your possession by [return date]. Your final paycheck will be processed and sent to your address on file.

If you have any questions regarding your termination, please feel free to contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]