

Termination Notice

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] will be terminated effective [Termination Date]. This decision has been made due to your non-compliance with company policies and procedures, specifically regarding [specific behaviors or incidents].

Despite previous discussions and warnings regarding these issues, we have not seen the necessary improvement in your behavior. This ongoing non-compliance has impacted team morale and productivity, leading us to make this difficult decision.

We request that you return all company property by [Return Date]. You will receive your final paycheck, including any accrued vacation pay, on your last working day.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]