

Warning and Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal warning and notification of termination due to unapproved actions that have taken place in your role as [Job Title] at [Company Name].

On [insert date(s)], it was brought to our attention that you engaged in the following unapproved actions: [list specific actions]. These actions are against company policy and have not been authorized by your supervisor.

Despite previous discussions regarding our policies on this matter, there has been insufficient improvement in your conduct, leading us to our decision to terminate your employment effective immediately.

Please return any company property in your possession by [insert date]. Should you have any questions regarding your final paycheck or benefits, do not hesitate to contact HR.

We regret that this action has become necessary and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]