

Employment Termination Letter

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 repeated violations of company policy, despite prior warnings and opportunities for improvement.

We have addressed these issues with you on multiple occasions, specifically regarding [list specific policies violated]. Unfortunately, despite these discussions, we have not seen the necessary changes in your conduct.

Your final paycheck, including any accrued vacation pay, will be provided to you following the terms of our company policy. Please return any company property in your possession by [return date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]