

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] is hereby terminated, effective immediately, due to repeated violations of your employment contract.

Despite prior warnings regarding [specific violations], it has been noted that there has been no significant improvement in your conduct. As stated in our previous communications, adherence to the terms outlined in your contract is crucial for the success of our organization and your role within it.

Please return any company property and settle any outstanding matters with the Human Resources department. Your final paycheck, including any accrued vacation days, will be sent to you within [time frame].

We hope you understand this decision was made in the best interest of the company and based on a thorough review of your performance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]