

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Insert Termination Date]. This decision has not been made lightly, but it follows a series of persistent infractions that have not been resolved despite previous discussions and warnings.

It has come to our attention that the following issues have recurred:

- [Infraction 1]
- [Infraction 2]
- [Infraction 3]

We believe that we have provided ample opportunity for you to rectify these behaviors through [insert any relevant steps taken, such as meetings or performance reviews]. Unfortunately, we have not seen the necessary improvement.

Please arrange to return all company property by [Insert Return Date]. You will receive your final paycheck, inclusive of any accrued vacation days, by [Insert Payment Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]