

# Termination of Employment Contract

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of the termination of your employment with [Company Name] effective immediately, due to a breach of your employment contract dated [insert date of contract].

Despite previous warnings regarding [insert nature of breach], we have determined that your actions constitute a violation of the terms of your employment contract. As outlined in Section [insert section number], we reserve the right to terminate your employment under such circumstances.

Please return any company property in your possession by [insert return date]. Your final paycheck, along with any remaining benefits, will be processed according to our standard payroll procedures.

If you have any questions regarding this termination, please feel free to contact [insert contact name and information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]