

Termination of Employment Contract

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 terminated effective immediately due to misconduct. This decision follows our recent investigation regarding your behavior which violates company policies and standards.

Specific incidents leading to this decision include:

- [Describe Incident 1]
- [Describe Incident 2]
- [Describe Incident 3]

As per the terms outlined in your employment contract, you are not entitled to any severance pay due to the nature of your termination. Your final paycheck will be provided, which will include any accrued benefits up to the cessation date of your employment.

Please arrange to return any company property in your possession, including access cards, documents, and equipment, by [Insert Return Date].

If you have any questions or require further information, please do not hesitate to contact our HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]