

Job Termination Letter Due to Misconduct

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 immediately due to misconduct. This decision has been made after careful consideration of the incidents that have occurred, which violate our company policies.

The specific reasons for your termination include:

- [Description of Misconduct 1]
- [Description of Misconduct 2]
- [Description of Misconduct 3]

As per company policy, you are required to return any company property in your possession. Your final paycheck, including any accrued vacation pay, will be processed and sent to your address.

If you have any questions regarding this matter, please feel free to contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]