Subject: Notice of Termination of Employment

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective immediately, [Date].

Your termination is the result of your willful disregard of company policies. Specifically, the decision was based on the following incident(s):

[Detailed description of the violation, including dates and specific policies breached].

This behavior is a direct violation of the [Company Handbook/Employee Agreement] and follows previous discussions or warnings regarding your conduct on [Dates of previous warnings, if applicable]. Despite these warnings, the behavior has continued, leaving the company with no choice but to end your employment.

Final compensation, including payment for hours worked through your last day and any accrued [vacation/PTO], will be issued by [Date] via [payment method].

You are required to return all company property, including [keys, laptop, ID badge, credit cards], by [Date/Time].

Please note that your obligations regarding [confidentiality/non-disclosure agreements] remain in effect following your departure.

Sincerely,

[Your Name]
[Your Title]
[Company Name]