

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to misconduct.

This decision was made after a thorough review of the incidents that have occurred, which are documented as follows:

- [Briefly describe specific incidents of misconduct]

- [Mention any previous warnings or disciplinary actions]

We expect all employees to uphold the standards of conduct set forth in our employee handbook, and it has been determined that your actions were in violation of these standards.

You are required to return any company property in your possession by [Return Date]. Your final paycheck, including any accrued vacation days, will be provided to you on your regular payday.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]