

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],

Subject: Termination of Employment

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

This decision follows [specific details of the misconduct, including dates and any previous warnings or disciplinary actions].

It is essential to maintain a professional and respectful work environment, and your actions have violated our company policies outlined in the employee handbook.

Please return all company property by [return date]. Your final paycheck will be processed and sent to you in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]