

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment

This letter is to formally inform you that your employment with [Company Name] is hereby terminated, effective immediately, as a result of misconduct.

On [date of incident], it was reported that you [briefly describe the misconduct, e.g., violated company policy, engaged in inappropriate behavior, etc.]. This incident is in violation of our [specific policy or code of conduct].

We have conducted a thorough investigation, which included [mention any steps taken, such as meetings or reviews of evidence]. After careful consideration of the facts and circumstances, we have concluded that termination is the appropriate action.

You are required to return any company property in your possession, including [list any specific items, if applicable]. Your final paycheck, including any accrued vacation pay, will be processed and sent to your address on file.

Please understand that this decision is final. If you have questions regarding your benefits or final paycheck, please contact [HR representative's name or department].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]