

Termination Letter Due to Misconduct

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to repeated violations of company policy, specifically [describe misconduct]. This decision was made after multiple warnings and opportunities for improvement.

Your final paycheck, including all earned wages and applicable benefits, will be processed and delivered in accordance with company policy. Please arrange to return any company property no later than [date].

This decision was not taken lightly, but is necessary to preserve the standards and integrity of our workplace.

We wish you the best in your future endeavors.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

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