

Termination Disciplinary Letter

Subject: Termination of Employment

Dear [Employee Name],

After careful review of your conduct, including [Describe Specific Incidents], the company has decided to terminate your employment effective [Date].

This decision is in accordance with our disciplinary policy and employment agreement. Please return all company property immediately and complete the exit formalities.

We wish you the best in your future endeavors.

Sincerely,

[HR Manager Name]

[Company Name]

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