

Formal Dismissal Letter for Workplace Misconduct

Subject: Termination of Employment Due to Misconduct

Dear [Employee Name],

After thorough review and investigation of recent incidents, it has been determined that your conduct has violated the company's code of ethics and workplace policies. Despite previous warnings and counseling sessions, no significant improvement has been observed.

As a result, your employment with [Company Name] is terminated effective immediately, [date]. All pending dues, including salary and benefits, will be processed and provided as per company policy.

Please arrange for the return of company property by [date]. We request your cooperation in completing the exit formalities.

Sincerely,

[Manager/HR Name]

[Designation]

[Company Name]

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