

Immediate Termination Letter for Gross Misconduct

Subject: Immediate Termination of Employment

Dear [Employee Name],

It has been brought to our attention that you were involved in [describe misconduct] on [date]. This behavior constitutes gross misconduct under company policy, leaving no alternative but immediate termination.

Your final settlement will be processed and all company property must be returned immediately.

Please contact HR for exit formalities.

Sincerely,

[HR Director/Manager Name]

[Company Name]

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