

Professional termination template

Subject: Termination of Employment

Dear [Employee Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective [Date]. This decision has been made following repeated instances of misconduct, including [briefly describe incidents], which violate company policies despite previous warnings.

You are requested to return all company property by [date], and your final paycheck, including any accrued benefits, will be processed in accordance with company regulations.

We appreciate your contributions during your tenure and wish you success in future endeavors.

Sincerely,

[Manager/HR Name]

[Position]

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