

Formal immediate termination for serious misconduct

Subject: Immediate Termination of Employment

Dear [Employee Name],

Following our investigation into the incident that occurred on [Date], we have determined that your actions constitute gross misconduct under our company policy Section [X]. Specifically, your [theft of company property/harassment of colleagues/breach of confidentiality/other specific violation] represents a fundamental breach of your employment contract.

Effective immediately, your employment with [Company Name] is terminated. You are required to return all company property, including ID badges, keys, equipment, and confidential materials by [Date]. Your final paycheck, minus any outstanding obligations, will be processed according to state law.

Security will escort you from the premises today. Any personal belongings will be collected under supervision.

This decision is final and not subject to our standard disciplinary appeal process due to the severity of the misconduct.

Sincerely,

[Manager Name]

[Title]

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