

Misconduct Dismissal Letter

Subject: Immediate Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated immediately due to serious misconduct that occurred on [Date].

Our investigation has concluded that you violated company policy regarding [specific policy violation]. This behavior is unacceptable and incompatible with our workplace standards and values.

Your access to company systems has been revoked and you are required to return all company property immediately. Your final compensation will be processed according to state law, excluding any discretionary benefits.

This decision is final and not subject to appeal through our internal grievance process.

Regards,

[HR Manager Name]

[Human Resources Department]

Get more templates here: <https://www.lettersandtemplates.com/letters/employee-dismissal-letter>