

Policy Violation Termination

Subject: Immediate Termination - Policy Breach

Dear [Employee Name],

Your employment with [Company Name] is terminated immediately for violation of company policy regarding [specific policy area].

The incident that occurred on [Date] represents a serious breach of our established guidelines and professional standards. After thorough investigation and consideration of all facts, termination is the appropriate disciplinary action.

All company access has been revoked. Please return company property within 24 hours. Final compensation will be limited to wages earned through [Date] with no additional benefits or severance.

This action is documented in your employment record.

[Manager Name]

[Title]

[Date]

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