

Heartfelt Gross Misconduct Termination Letter

Subject: Termination Due to Gross Misconduct

Dear [Employee Name],

It is with regret that I must inform you that your employment with [Company Name] is being terminated due to serious breaches of company policies amounting to gross misconduct.

This decision follows a careful review and consideration of all circumstances. You are requested to return company property and finalize all pending matters with HR.

We wish you the best for your future endeavors.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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