

Termination based on policy violation

Subject: Termination of Employment for Misconduct

Dear [Employee's Name],

After a thorough review of recent events and in accordance with our policies, we are compelled to terminate your employment with [Company Name], effective immediately. This decision is based on [specific misconduct issue], which is a violation of company policy and code of conduct.

You are requested to return all company property in your possession by [Date]. Your final dues will be settled as per company regulations.

We hope you understand the seriousness of this matter.

Sincerely,

[Authorized Officer's Name]

[Position]

[Company Name]

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