

Serious misconduct termination acceptance

Subject: Termination for Cause - Final Documentation

Dear [Employee Name],

This letter serves as official confirmation of your employment termination with [Company Name] for cause, effective immediately as of [Date].

Following a thorough investigation into the incidents that occurred on [Date(s)], we have determined that your actions constitute serious misconduct in violation of company policies [specific policy numbers]. This behavior is incompatible with our workplace standards and values.

As this is a termination for cause, you are not eligible for severance benefits. Your final paycheck will reflect wages earned through your last day of work. Please return all company property immediately and contact HR to arrange the logistics.

All company policies regarding confidentiality and non-disclosure remain in effect following your departure.

This decision is final.

[HR Director Name]

[Company Name]

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