

Professional termination for policy breach

Subject: Notice of Employment Termination - Policy Violation

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated effective immediately due to violations of company policy as outlined in our employee handbook.

Following a thorough investigation conducted on [Date], it has been determined that your actions on [Date of Incident] constitute a serious breach of our workplace conduct standards, specifically [specific policy violated]. This behavior is inconsistent with our company values and creates an unacceptable risk to our organization.

Your final paycheck, including accrued vacation time through your last day of work, will be processed according to state law. Please return all company property, including your ID badge, laptop, and any confidential materials, to Human Resources by [Date].

Information regarding your benefits continuation under COBRA will be mailed to your home address within the next 10 business days.

This decision is final and not subject to appeal.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/termination-letter-for-misconduct>