

Termination Letter Due to Misconduct

Subject: Termination Notice

Dear [Employee Name],

This letter serves as formal notice of termination of your employment with [Company Name], effective immediately, due to serious misconduct including [briefly describe misconduct]. This action is taken in accordance with company policies and after thorough investigation.

Please return all company property and settle any pending obligations. You may contact HR for clarification regarding final dues and exit procedures.

Regards,

[Your Name]

[Designation]

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