

Serious and urgent termination letter

Subject: Immediate Termination of Employment

Dear [Employee Name],

This letter serves to notify you that your employment with [Company Name] is terminated immediately, effective [Date].

This action is taken due to [Serious Reason, e.g., gross misconduct, violation of policy].

Please return all company property immediately and complete the necessary exit formalities.

Regards,

[Your Name]

[Position]

[Company Name]

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