

Letter addressing termination from policy violation

Subject: Termination of Services

Dear [Employee Name],

This letter is to notify you that your employment with [Company Name] is terminated effective [Date] due to violation of company policies related to [Specific Policy].

Please return all company assets and ensure clearance procedures with HR are completed. Your final pay will be processed in accordance with company policy.

Thank you for your service. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Title]

[Company Name]

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