

Termination Letter

[Company Letterhead]

[Employee Name]
[Employee Job Title]
[Employee Department]

[Company Name]
[Company Address]
[Date]

Subject: Notice of termination of employment (for cause)

Dear [Employee Name],

We are writing to inform you that your employment with [Company Name] is terminated, effective immediately, due to [specific reason, e.g., repeated policy violations or performance issues].

This decision is based on a thorough assessment of your [conduct/behavior/performance] and made only after careful consideration, for the following reasons:

- [Detailed example of the issue, e.g., consistent failure to meet performance targets despite feedback and support provided on (specific dates)].
- [Mention any prior warnings or disciplinary actions, e.g., written warning issued on (specific dates)].

Your final paycheck, including compensation for [any accrued benefits, if applicable], will be provided on [date]. Please note that this decision is final and non-negotiable; legal action may be taken if necessary.

Please return all company property, including [list items], by [deadline]. If you have questions, please contact [HR Contact Name] at [email address/phone number].

Yours Sincerely,
[Manager's Name]
[Job Title]

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