Mr/Ms [employee’s name],

With this letter we inform you that as of this moment you will no longer be employed by our company. Your conduct was found reprehensible after the completion of our company’s disciplinary process. Specifically, we refer to:

* [example: Repeated violation of ….. policy]

Our company gives serious attention to all policies governing its operations. By disregarding them and creating an unpleasant environment, you have jeopardized the well-being of our business and your colleagues. We have an obligation to amend that.

Upon termination, all benefits associated with your position will cease to be valid. You are requested to return [state all property that must be returned: company car, computer etc.] until [date] to the human resources department.

Keep in mind that you are bound by our [confidentiality policy](https://resources.workable.com/confidentiality-company-policy). Any information that you received in the course of your work, regarding our customers, company, partners etc. must not be disclosed to any party. Such information must also be deleted from all your personal devices. In addition, you have signed a [example: [non-solicitation clause](http://www.contractstandards.com/clauses/non-solicitation)] as part of your employment contract. This binds you until the date specified, which is [date].

You are entitled to your salary pay up until the moment of termination. You are also entitled to [state any other compensation or details for payment or benefits].

This decision is non-reversible. We advise you to read our disciplinary action policy carefully. If you would like documentation for the case against you, the human resources department remains at your disposal for up to [three] working days after your last day of employment. Please do keep in mind that the company has a right to refuse reference if asked.

**Yours**

**Disclaimer:**

This is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and does not constitute a legal document. Neither the author nor workable.com will assume any legal liability that may arise from the use of this letter. Where necessary, seek qualified counsel before sending.