

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Effective Date/Immediately].

This decision has been made due to repeated nuisance infractions and persistent violations of workplace conduct policies. Despite previous [verbal/written] warnings issued on [Date of Warning 1] and [Date of Warning 2] regarding [specific behavior, e.g., excessive noise, unauthorized breaks, or minor policy non-compliance], there has been no sustained improvement in your conduct.

These ongoing infractions have caused consistent disruption to business operations and negatively impacted the productivity of the team. As a result, we can no longer maintain your employment.

Your final paycheck, including payment for [accrued leave/remaining hours worked], will be [issued via mail/deposited into your account] on [Date]. Please return all company property, including [keys, badges, laptops], by [Date/Time].

Any questions regarding your benefits or final compensation should be directed to [HR Department Name/Contact Info].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]