

Serious and urgent termination notice

Subject: Immediate Termination of Employment

Dear [Employee's Name],

This letter serves as notice of the immediate termination of your employment with [Company Name], effective today, [Date]. The decision has been made due to [reason, e.g., violation of company policy, misconduct, or breach of contract].

You are required to return all company property immediately, including keys, ID cards, and electronic devices. Your final paycheck will be processed in accordance with state and company regulations.

Please arrange a meeting with HR within the next 24 hours to complete the exit formalities. Failure to comply may result in legal action.

Regards,

[Manager's Name]

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