

[Company Name]

[Company Address]
[Date]

[Employee Name]
[Employee Position]
[Department]

Subject: Involuntary Separation Due to Violation of Company Policy

Dear [Employee Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective [Effective Date]. This action is being taken as a result of your violation of [specific company policy or policies], which is considered a serious breach of our company's standards and expectations.

The investigation into the matter determined that your actions were in direct violation of [describe the relevant company policy or code of conduct, including section numbers if applicable]. Despite previous warnings and discussions regarding your behavior/performance, the infraction has made continued employment untenable.

Your final paycheck, including payment for any unused accrued leave as appropriate, will be provided to you in accordance with local labor laws. Please return all company property, including keys, identification cards, electronic devices, and any confidential information or documents by [return date].

You may contact [HR Contact Name and Title] at [HR Contact Phone/Email] if you have questions about your separation, benefits, or the return of company property.

We appreciate your past contributions and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]
[Title]
[Company Name]