

Date: \_\_\_\_\_

To,

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## **Employee Exit Letter for Misconduct**

Dear \_\_\_\_\_,

This letter is to formally inform you that your employment with \_\_\_\_\_ is being terminated, effective \_\_\_\_\_, due to misconduct in violation of company policies.

The details of the incident(s) leading to this decision have been carefully reviewed. After thorough consideration, it has been determined that your actions are not consistent with the standards of conduct expected from employees of our organization.

Your final salary and any outstanding dues, if applicable, will be processed as per company policy. Kindly return all company property before your departure.

Please treat this matter with confidentiality. If you have any questions regarding your exit, you may contact the HR department.

We wish you the best in your future endeavors.

Sincerely,

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Designation

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