

Employee Termination Notice

For Misconduct

Employee Name

Position/Department

Employee ID

Date of Termination

Reason for Termination (Details of Misconduct)

Notice:

This is to inform you that your employment with the company is terminated effective on the date mentioned above. This action is taken as a result of misconduct as detailed above.

You are required to return all company property and settle any outstanding obligations with the company. If you have any questions regarding this notice, please contact the HR department.

Employee Signature

Date

Supervisor/HR Signature

Date
