

# Termination letter from Employment

[Date]

Dear [Employee Name],

This letter confirms that your employment with [Company Name] is terminated, effective as of [date].

We have concluded, following our investigation, that your conduct toward other employees on [date of recorded incident], violated the company's [name of specific policy] policy. In particular, your display of sexually suggestive photographs in your cubicle and your explicit language in describing those images to others were direct violations of company policy.

Also, you received a written warning and additional training on your obligations to avoid such conduct in October 2017.

Payment for your [remaining benefits: accrued sick days, PTO, vacation, etc.] will be included in your final paycheck which you will receive on your regular payday. You will receive a letter by mail outlining the status of your benefits.

We received your office keys and laptop at the termination meeting.

Please keep in mind that you have signed [non-disclosure/non-solicitation agreement/other relevant policy].

If you have any questions, please contact [contact name].

Regards,

[Name]