TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Job Termination Letter

Dear **[NAME]**

This letter confirms our discussion today informing you that your employment with **[COMPANY NAME]** is terminated effective immediately due to **Misconduct.**

Following our investigation, we have concluded that your conduct toward other employees from **[DATE]** to**[DATE]**, violated the company’s code of conduct policy – specifically, your display of sexual images, as well as acute instances of sexual harassment toward various co-workers. Your final paycheck will be provided to you on S**[DATE]** , and will include payment for unused, accrued vacation hours.

Your health insurance benefits will continue **[#]** days beyond **[DATE]**. Your rights to continue coverage under COBRA will be provided to you by mail from our plan administrator.

You can contact **[RETIREMENT PLAN ADMINISTRATOR]**  at **[PHONE NUMBER]**  regarding your retirement plan distribution options.

Please keep in mind you have signed confidentiality agreements, attached for review.

The following **[COMPANY NAME]** property must be returned to human resources immediately: Cell phone, laptop, and key card. Should you have further questions, please contact me directly at **[PHONE NUMBER]** .

Sincerely