[Date]

Dear [Employee Name],

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

[**Misconduct:**](https://hrdailyadvisor.blr.com/2018/03/16/strategic-hr-writing-strong-termination-letter/)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 20XX.

**Performance:** We have concluded that your performance does not meet the requirements of the technician position. In your 20XX performance appraisal, your supervisor noted that you needed improvement in your technical skills and attention to detail. The company provided you with two additional weeks of task-specific training with a coach during the first quarter of 20XX. However, the performance problems continued throughout 20XX. Your supervisor gave you three written reminders of the need for performance improvements in 20XX and again noted the need for additional improvement in your 20XX performance appraisal. Since that appraisal, it has become apparent that your job performance simply is not consistent with the requirements of your position.

**Attendance:** Repeated tardiness, even just a few minutes, and failure to call in before missing a shift cause a ripple effect through the entire production department. One employee being late causes stress for all the others because they have to work faster to catch up so their down-line coworkers have the parts needed to complete their work. Also, delays in production of even a few units per day add up over time and make it more difficult for the entire organization to meet its goals.

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]