[Date]

[Recipient Name] -optional

**Subject: Termination letter**

This is to inform you that your employment contract has been terminated effective immediately. The disciplinary committee reviewed your case in detail and decided to terminate you on account of misbehavior with management.

On [enter date] you assaulted a manager at the workplace when you were reprimanded for poor performance. To physically assault another person is a crime. You are to return any company belongings that you might have.

Sincerely,

[NAME HERE]

[Title]