[Date]

[Recipient Name] -optional

Subject: Letter of termination

As per our discussion today, you are hereby terminated from [enter company name] for the cause. The termination is effective immediately.

Your employment contract has been terminated because you were in gross violation of company policy. Despite knowing the company policies, you divulged confidential information to an external client. This cost the company to not only lose the client but also damaged the company’s reputation in the industry.

Your justifications in the meeting earlier today were groundless and unconvincing. You are to submit your employee card, and company-owned equipment to the HR before leaving. Your final pay will be calculated until today and paid to you at the end of the month. You may decide to pick your pay cheque, or the company can mail it to you on an address you provide.

Please inform us if you need any assistance.

Sincerely,

[NAME HERE]

[Title]