To

[The Recipient Name]

Re. Termination Letter Following Cell Phone Use Warning and Non-Compliant Demeanor

Dear [Last Name],

This is [Name of the writer] from the Department of Human Resource Management. I regret to inform you that the senior executive HR Manager has been ordered to serve you with a termination letter. You are terminated from the office with immediate effect following cell phone use discussions and noncompliance with the warnings and disciplinary measures served earlier.

According to the cell phone use policy and set guidelines of the company, excessive use of cell phones at work is strictly prohibited. Understanding immediacy and the need for communication, cell phones are not prohibited to be used and possessed during working hours; however, the company’s policy asks to limit the use of cell phones for personal commitments.

You have been served with three prior notices of warning asking to limit your cell phone use. With disappointment, I have to say that it did not bring any change in your demeanor. Excessive use of cell phones at work reflects your lack of seriousness, interest, and focus at work. Also, using cell phones for personal use in the office is unprofessional and should be stopped immediately.

Moreover, the occurrence of nonprofessional demeanor disseminates in other workers’ behavior, and with no time, it becomes a norm. To stop this spreading malice, you were served with written warning several times which did not see any influential change.

Therefore, the executive in authority has decided to terminate your service with immediate effect. Please take your paycheck from the finance department for this month. Contact [designation] for further. Thank you. Regards

[Name]  
[Designation]  
[Company]  
[Signature]