To

[The Recipient Name]

Re. Termination Letter for Non-Compliance with the Updated Cell Phone Use Policy (2023)

Dear [Last Name],

Writing termination notices is always filled with predicaments caused by the non-compliance of the employees with the company’s prescribed rules and regulations. The company ruled out in January 2023 that no employee shall be allowed to keep a cell phone with them during office working hours exempting lunch break hours. It was ruled out by the evaluation of office employees’ excessive use of cell phones at work. Such use followed for personal use compromises the focus and commitment required for work.

According to section II of chapter 3, rules mentioned for cell phone use, any employee found possessing a cell phone during office hours without informing the concerned authorities shall be served with one warning notice. In case of further non-compliance, disciplinary actions shall be taken and eventually, termination shall be brought into action.

You were served with prior notice of action but no compliance with the corrective measures was observed. Such obstinate behavior and negligence are intolerable, therefore, the concerned authorities have decided to terminate you from work with immediate effect. We regret to inform you that you are no more part of our company.

Please contact Mr. [Name] for further discussion. Also, hand over office items along with previous project files to Ms. [Name]. Thank you.

Regards,  
[Name]  
[Designation]  
[Company]  
[Signature and Date]