**Termination Letter (With Cause)**

**[Company Name]**  
[Company Address]  
[City, State, Zip Code]  
[Date]

**To:** [Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject:** Termination of Employment (With Cause)

Dear [Employee Name],

This letter serves as formal notice that your employment with **[Company Name]** is being terminated, effective **[Termination Date]**, for cause.

The decision to terminate your employment has been made due to the following reasons:

* [Specify reason clearly – e.g., violation of company policies, repeated misconduct, breach of confidentiality, poor performance after warnings, etc.]
* [Provide specific dates, instances, or documentation supporting the cause.]

You have previously been counseled and provided opportunities to correct this behavior, but despite these efforts, there has been no satisfactory improvement.

As per company policy and applicable labor laws, you will receive:

* Payment for any hours worked up to your termination date.
* Reimbursement for any approved business expenses incurred prior to termination.
* [State clearly if severance pay or benefits are not applicable due to termination with cause.]

Please return all company property, including [list items such as laptop, ID badge, keys, documents], no later than **[return deadline]**.

We strongly encourage you to contact the Human Resources Department at **[HR Contact Information]** to discuss final settlement details and address any questions.

This decision is final and binding.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]