

Termination Letter for Misconduct

From,
Keaton Underwood
Ap #636-8082 Arcu Avenue
Thiensville Maryland 19587
(564) 908-6970
abcsd.xyz@gmail.com

07-09-2000

To,
Nasim Strong
Ap #630-3889 Nulla. Street
Watervliet Oklahoma 70863

Subject: (*****)

Dear Nasim Strong,

With due regret, it has been decided by the board of directors of our company to terminate your employment with us due to misconduct with a colleague, with immediate effect. We must acknowledge that you had been a valuable asset to our company with regards to the hard work you have shown in the past several years for the growth of the company. However, based on the complaint reported against you by several other employees, it has come to our notice that you have breached the personal space of your colleague. This act of misconduct is deemed to gross for any moral standards and under no circumstance shall our company support you in this. You shall receive your paycheck by the end of the month. Other benefits provided by the company shall come to a cease by the end of the next two weeks. Kindly, vend for your inconvenience. We request you to follow up on our company's policy to our ex-members in terms of their accountability towards the company with regards to their confidentiality and loyalty. For further assistance and queries, you may contact the HR Manager. (Name, xxx-xxx-xxxx) We hope you to improvise on your actions and bring some positive change,

Regards,
Keaton Underwood
HR Director.

