

Termination Letter For Misconduct

From,
Lacy Eaton
1379 Nulla. Av.
Asbury Park Montana 69679
(932) 726-8645

Date: 01-02-2005

To,
Katelyn Cooper
6059 Sollicitudin Road
Burlingame Colorado 26278

Subject: (*****)

Dear Katelyn Cooper,

We, at ABC Technologies, would like to inform you that you have been terminated from the post of Assistant Engineer, effective 30th April 2019. It is also required of you to submit the final presentation of the project you have been assigned, by the 29th of April.

You have repeatedly been accused of misbehaving with our staff members. In spite of being warned about the same, you have failed to show any amount of professionalism. You may note that any kind of misbehavior can attract disciplinary action according to Clause 20 of the employment agreement. Therefore, as a consequence of the action, we were forced to initiate, you are terminated from your post.

You may be informed that if you have contributed to the generation of any intellectual property, you aren't permitted to disclose the details of the same to any outside party. The intellectual property belongs to ABC Technologies.

You are required to be present at the office tomorrow to cancel the employment contract. Any doubts or queries can be addressed directly to me.

Thank you

Yours sincerely,
Lacy Eaton
HR Manager
ABC Technologies

