

# Termination Letter To Employee Due To Misconduct

From,  
Lee Preston  
981 Eget Rd.  
Clemson GA 04645  
(221) 156-5026

Date: 01-02-2005

To,  
Craig Williams  
P.O. Box 372 5634 Montes Rd.  
Springdale MO 57692

Subject: (\*\*\*\*\*)

Dear Craig Williams,

I am writing to you with regards to the termination of your employment at ABC Technologies. Your behavior was willful and deliberate and as a result of it, you risk the reputation of the firm as well as the safety and mental health of your colleagues. We consider that your actions constituted serious misconduct and call for immediate termination of your employment contract. 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 will be paid your accrued entitlements and any outstanding pay up to and including your last day of employment. 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,  
Lee Preston  
HR Department  
XYZ Technologies

