Sample Termination Letter

[TO BE TYPED ON LETTERHEAD OF EMPLOYER]

[NAME OF EMPLOYEE]

[ADDRESS OF EMPLOYEE]

Dear **[NAME OF EMPLOYEE]**:

This letter will confirm our discussion of today's date, at which time you were advised that your employment with **[NAME OF EMPLOYER]** is terminated immediately for just cause.

On **[DATE]**, you engaged in the following behaviour:

[BRIEF DESCRIPTION OF CONDUCT LEADING TO TERMINATION FOR JUST CAUSE]

Prior to this date you had been given the following warnings with respect to your conduct:

[DATE] **[NATURE OF DISCIPLINARY ACTION]**

You will be provided with your final pay and all accrued vacation pay to today's date.

Yours very truly,

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