

## TERMINATION LETTER – TERMINATION LETTER FOR

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## Introduction

The termination letter for misconduct is very useful in order to terminate an employee because of the misconducts created by him/her. This letter notifies the person that he/she has been terminated from the work due to the mentioned reasons. The letter must contain the reason for which the employee is being terminated. The termination letter is only written if the employee continues to do misconduct even after several warnings given by the company. Thus, it is basically a written confirmation about ending the employment of an employee.

## Termination Letter – termination Letter for Misconduct Tips

The points to ponder upon while writing termination letter for misconduct

- The Letter must very well state the reasons for which the employee is being terminated.
- It is a very serious and important letter so the tone of the letter must be serious enough.
- The termination letter must also contain the date from which the employee is being terminated from him/her job.
- The letter must be ended with a short summary which would contain all the reasons of terminating along with all other facts stating the misconduct.

## Sample Termination Letter – termination Letter for Misconduct

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (the date in which the letter is written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Termination letter for misconduct

Dear Mr. / Mrs.

We are very much sad for terminating you from the company and for ending your employment. You were a reason for a lot of misconducts for the last few months and despite of our several warning you continued to do the same thing.

Due to the misconducts conducted by you we have suffered great losses and our relationship with many clients has also being affected. The previous letters or warning dint changes anything in your character or behavior and that why we are forced to write this termination letter.

We nicely ask you to leave this company from ABC day and all your debts would also be cleared within DEF day.

Thanking You,

Yours sincerely

Name and Signature

## Termination Letter – termination Letter for Misconduct Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (the date in which the letter is written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Termination letter for misconducted

Dear \_\_\_\_\_ (name of the receiver)

The company is very much sad to give you the letter of termination and ask you to leave the job. You have conducted a lot of misconducts such as \_\_\_\_\_ (list of all the misconducts by the employee) and for that we have suffered huge losses.

We cannot afford to suffer losses such as \_\_\_\_\_ (the losses suffered by the company) due to your \_\_\_\_\_ (character and behavior). Your misconducts has also resulted in creating huge differences between our clients and out company.

We would like you to leave the job within \_\_\_\_\_ (date of termination) and we would clear all your debts.

Thanking You,

Yours sincerely

Name and Signature

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