

**[Company Letterhead]**

**Date:** [Insert Date]

**To:**

[Employee's Name]  
[Employee's Position/Department]  
[Employee ID]  
[Address, if applicable]

**Subject: Formal Notice of Termination for Misconduct**

Dear [Employee's Name],

This letter serves as formal notice of the termination of your employment with **[Company Name]**, effective **[Effective Date]**.

After thorough investigation and consideration, it has been determined that you have engaged in misconduct as described below:

- [Describe the specific incident(s) of misconduct, including dates, details, and evidence if any]

Please note that you have previously received the following warnings and/or disciplinary actions regarding this or related issues:

- [Date and brief summary of first warning/discussion]
- [Date and brief summary of second warning, if applicable]

Despite these prior warnings and opportunities for correction, the unacceptable conduct has continued. Therefore, in accordance with our company policies and relevant labor laws, we have no alternative but to terminate your employment.

Your final paycheck, including any accrued benefits as required by law, will be processed and available to you by **[Final Pay Date]**. Please return all company property (keys, IDs, equipment, documents, etc.) on or before your last working day.

Should you have any questions regarding this notice or your final remuneration, please contact [HR Contact Name and Details].

We wish you the best in your future endeavors.

Sincerely,

[Manager's/Supervisor's Name]  
[Title/Department]  
[Company Name]

*This notice is intended to comply with all relevant policies, employment contracts, and applicable employment laws. You are advised to seek clarification or legal counsel if you have questions regarding your rights or obligations.*