[Date the termination letter is drafted]

[Name of the person drafting the letter and department]  
[Company Name]  
[Company's Address, Zip code]  
[Email id, contact number]

To: [Mr./Miss [X], appointment, name of department]

Cc: [Mention name of CEO Company]

Subject: **Notice of Termination**

This **IS NOT** a warning letter.

Dear    Mr./Miss [X],

It is to inform you that the competent authorities have decided to terminate your contract with the company. Your termination stands effective from {mention date}. The action has been taken owing to your constant violation of company policies. You have been warned time and again verbally as well as in writing {mention the warning letters written with dates}, which have been signed by you. Even after the last warning, you assured the authorities that you will be careful of your conduct failing which this decision has been affected. For your remembrance, the details of violations are also attached to this letter {attach the nature of violations and the dates when they were committed}.

The finance department has intimated that you have received your paysheet till {mention date}, your remaining dues will be made available to you on {mention date}. You can collect them from the Finance department, on which receipt you will be required to make signatures, and issue a certificate stating that no outstanding dues remain with the company.

In case you want to appeal against this decision, you need to contact the HR department via mail. The mail should not be sent later than {mention date and time}.

We wish the very best of luck in your future endeavors and regret to take these measures which were deemed necessary now.

Sincerely,

{Name, Appointment, Department of the person drafting the letter}