

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

VIA HAND DELIVERY

<Name>
<address>
<address>

Re: Termination

Dear <Name>:

This letter will serve as notice that your employment with _____ is terminated effective immediately. You have been told on numerous occasions that you could not take off days during the work week without permission. On _____, 20____, you took the day off without permission and then did so again on _____, 20____. Insubordination will not be tolerated.

All property belonging to _____ and the _____ must be returned immediately to the Secretary of _____, _____. Please remove all personnel effects and vacate the premises immediately.

Sincerely,

By: _____