Place:  
Date:

Sub: Termination of employment: Unacceptable behavior.

Dear Mr./Ms. **[Employee Name],**

We are writing to inform you that your position as **[designation]** at **[company name]** is terminated effective immediately by **[date]**.

You are terminated for the unacceptable behavior of harassment of co-workers/ misconduct with customers /inappropriate physical behavior in the workplace on **[date]**.

You have been warned repeatedly about your unprofessional behaviour, but we found no improvement in your behaviour.

Consequently, we decided to terminate your employment contract. Kindly return the company properties held by you to receive your full and final settlement.

Best of luck with your future.

For **“Company Name”**,  
Authorized Signatory.