Place:
Date:

Sub: Termination letter.

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

We regret to inform you that your employment with us as a **[job title]** is being terminated with immediate effect from **[date]** for violating the company policies.

It has come to our attention that you consumed alcohol during working hours on **[date]** which was confirmed after the investigation.

On this note, the company is constrained to terminate your services. This decision is final and irrevocable.

You are hereby ordered to return the company properties you possess.

Your salary and other dues if any will be paid under full and final settlement if all the conditions are met with company regulations.

Please contact the HR department for any queries and concerns.

For **“Company Name”**,

Authorized Signatory.