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Your Law Firm Name Goes Here
Any City, Any Town, Any State

NOTICE OF TERMINATION DUE TO WORK RULES VIOLATION

Date: _____

To: _____

You are hereby given notice that your employment with the company shall be terminated on _____, 20____.

This action is necessary due to the following violations of company work rules:

Your final paycheck shall be for the period ending _____. There shall be no severance pay since your termination was for just cause. Please contact _____ concerning insurance coverage or other accrued benefits to which you may be entitled.

We regret this action is necessary and wish you success in your future endeavors.

Sincerely,
