## Termination Letter with Cause Format and Template

Matt Jones,
080 East Rd.,
Old City, KA 3345,
Phone: 222-222-222
Email: matt234.jones@email.com

**August 12th, 2020**

Ms. Jane Stark,
3332 Burns St.,
Chicago, IL 33244

**Subject: Termination Letter with reasons for termination**

Dear Jane,

This is to confirm that your employment contract has been terminated as of this day i.e. August 12th, 2020 with Sprinkle Foundation.

The termination meeting held yesterday took place with your supervisors Ms. Henrietta, me & Mr. Jack of the HR department in which we discussed your offense which you admitted to & thus we have decided upon firing you from our company.

The offense that you have been accused of the admission of fake documents provided by you at the beginning of your employment with Sprinkle Foundation. During our routine background check of our employees, this discovery came to light & we had not been informed of this deception prior to this event.

You will be paid for this month & the paycheck will be sent to you by post. You have been blacklisted from applying to any company within this district due to the fraud that you have committed.

Since your offense breaks federal law, you have will not receive any benefits from our foundation. However, you are to appear in court & the law shall deem you with any benefits they see fit.

This statement is to confirm that you have submitted your company ID & security badge along with your special employee pass & office key.

Kindly respond to any letter or call on behalf of the company in the following weeks to settle any legal formalities.

Regards,
Matt Jones,
CEO Sprinkles Foundation.