## Termination Letter for Cause

Ethan Hunt,  
456 South Rd.,  
Downtown City, DA 96503,  
Phone: 910-345-2323,  
Email: hunt.ethan@email.com.

**February 8th, 2021**

October 25th, 2020,  
Keanu Wick,  
12345 Hollywood Rd.  
Beverley Hills, CA 09080.

**Subject: Termination Cause Letter**

Dear James,

This is to inform you that your employment contract has been terminated with Special Ventures from this date i.e. October 25th, 2021, effective immediately.

This event has been caused by your involvement with our rival company, after being instructed against your actions by both your supervisor & senior manager which you failed to comply with. You have been terminated due to breaking company policy of having secret trading of Special Ventures clients.

Not only did this violate the company policy but also clause number 13 of your employment contract which you willingly consented & signed upon your arrival at Special Ventures.

An official investigation was carried out in which we have gathered ample evidence against you in this case. We have also obtained witness testimonies of those employees from Special Ventures that you tried to involve & testimonies of employees from our rival company that has admitted to you deceiving your employer. We don’t encourage such improper behavior & legal action has been taken.

You will receive your salary for this month through the post to the address that you have provided it with your contract. Upon this termination, as agreed in the meeting held yesterday you have handed over all company property including the company car, laptop, & office key.

You can look forward to receiving company benefits until next month that includes this year's bonus & a quarter of your health insurance.

However, you have been banned from applying to Special Ventures as an employee in the future. A career consultancy firm affiliated with our company will help you in your transition.

Good luck in the future.

Regards,  
Ethan Hunt.