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**Termination for Cause – Inappropriate Conduct**

(Name of Manager)

(Title)

(Phone Number)

(Email)

(Date)

(Recipient Name)

(Title)

(Company Name)

Dear (Recipient Name),

You are hereby given notice that your employment with the (Company Name) shall be terminated for cause on (Date).

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

(Describe Conduct / Violations)

We request that you return any and all property that was generated or obtained during your employment with this company, including any documents, handbooks, account ledgers, financial documents, manuals, computers, computer programs, software, keys, security cards, etc.

It is (Company Name) policy to protect its trade secrets, customer lists and other confidential or proprietary information as vigorously as possible. We remind you that we consider our clients, our business procedures and our business plans to be proprietary. (OPTIONAL: Please remember that you have signed a confidentiality and non-disclosure agreement.)

Your final paycheck shall be for the period ending (Date).

There shall be no severance pay since your termination was for just cause in accordance with The Saskatchewan Labour Standards Act.

Please contact (Contact Name) concerning insurance coverage or other accrued benefits to which you may be entitled.

Sincerely,

(Your Name)

(Your Title)

(Your Phone Number)

(Your Email@company.com)